



DEREK HOUSEHOLDER  
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## Perry County Auditor Office Assistant Job Description

<b><u>CLASSIFICATION TITLE:</u></b> Office Assistant	<b><u>AGENCY/DIVISION:</u></b> County Auditor	<b><u>FLSA:</u></b> Non-Exempt
<b><u>JOB TYPE:</u></b> Full Time, Unclassified ORC 124.11 (A)(8)	<b><u>COMPENSATION RANGE:</u></b> \$18.00 – \$22.00/Hr	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>POSITION LOCATION:</u></b> 212 S. Main Street New Lexington, Ohio 43764	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00AM – 4:00 PM	<b><u>SUPERVISOR:</u></b> County Auditor

### **POSITION SUMMARY:**

The Office Assistant provides administrative and clerical support within the County Auditor’s Office, with a primary focus on accounts payable, payroll support, and processing of required forms. This position plays a key role in maintaining accurate financial records, ensuring timely processing, and supporting compliance with applicable laws and county policies.

### **KEY RESPONSIBILITIES:**

- Assist with accounts payable (AP) functions, including:
  - Reviewing invoices for completeness and proper documentation
- Provide payroll support, including:
  - Assisting with timesheet collection and review
  - Entering payroll-related data as directed
  - Verifying basic payroll information for accuracy
- Process and track various county forms and submissions, including:
  - Payroll-related forms (direct deposit, tax forms, etc.)
  - Vendor forms (W-9s, payment documentation)
  - Internal administrative forms
- Maintain organized records in accordance with retention policies
- Assist with data entry, filing, and document management
- Perform general office duties and other tasks as assigned

### **OFFICE ASSISTANT QUALIFICATIONS**

Any equivalent combination of relevant education, training, and experience may be considered, including but not limited to:

- High school diploma or equivalent required
- Prior office, clerical, accounting, or government experience preferred

- Basic understanding of accounts payable or payroll processes is a plus
- Experience with financial or payroll systems (SSI or similar) preferred
- Strong attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Ability to maintain confidentiality

**COMPENSATION AND BENEFITS:**

- Participation in the Public Employees Retirement System (PERS)
- Health, dental, and vision insurance (as administered by the Board of County Commissioners)
- Paid leave per county policy.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

- Office environment with frequent interaction with the public.
- Requires sitting for extended periods, occasional lifting of files or documents (up to 25 lbs).
- Use of computers, printers, and standard office equipment.

**APPLICATION PROCESS:**

Interested applicants should submit a resume and completed employment application to:

**Perry County Auditor's Office  
212 S. Main Street  
P.O. Box 127  
New Lexington, Ohio 43764**

Applications will be accepted until the position is **Filled**.