

TIMEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves compiling employee payroll information and recording the usage of highway equipment and materials. Duties are performed under the general supervision of the Office Manager in accordance with established procedures. A Timekeeper does related work as required.

TYPICAL WORK ACTIVITIES:

- Transfers daily work hours to bi-weekly payroll records;
- Records hours of use for individual highway vehicles;
- Applies correct pay rate according to employees classification;
- Charges employee time, vehicle, and material usage to different projects;
- Maintains a record of fuel used by highway equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations accurately and rapidly; ability to follow oral and written instructions; ability to write legibly; clerical aptitude; accuracy; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of a high school equivalency diploma;

OR

B) One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/9/81