

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2023-113**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Keith L. Taul, to approve revisions to the following job descriptions within the Finance Department:

1. Occupational License Tax Coordinator
2. Human Resources Coordinator

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 13 June 2023.



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Keith L. Taul  
Hardin County Judge/Executive

ATTEST:



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Brian D. Smith  
Hardin County Clerk

# Hardin County Government

## Job Description

*Non-Hazardous*

**Occupational License Tax Coordinator**

**Pay Grade 18**

| STATUS                                  |   |
|---|---|
| <b>Date:</b> June 13, 2023              | <b>Department:</b> Finance                              |
| <b>FLSA Status:</b> Exempt              | <b>Reporting Authority:</b> Treasurer/ Finance Director |
| <b>Supervisory Responsibility:</b> None |   |

### **Job Summary**

The purpose of this position is to collect, process and maintain information regarding occupational tax. Assists other employees with the completion of tasks. The person holding this position must have a thorough knowledge of all aspects of bookkeeping and administrative duties, as well as a basic knowledge of how county government operates.

### **Major Essential Duties**

- Applies knowledge of the County's occupational tax ordinance in administering the County's tax collection procedures
- Process Occupational Tax Questionnaires and issue County Tax Numbers
- Verify Net Profits License Fee Returns OL-S using tax payer Federal Tax return information
- Collect, verify, and process overpayments and underpayments to include issuing refunds or requesting payments
- Auditing tax credits and deductions to assure all payments received are lawful
- Review all Employer's Quarterly License Fee Returns
- Administer occupational tax policy to determine Nexus within the District
- Determine apportionment of adjusted business income
- Maintain confidentiality of all applicable information and documents associated with each licensee account
- Utilize, acquire and retain full knowledge of Internal Revenue Codes and Kentucky Department of Revenue laws and regulations necessary to tax compliance
- Write receipts and maintain account history as needed
- Assist businesses in filling out forms and applications
- Answers inquiries over the phone and in person regarding ordinance and regulations

- Update County website of documents and/or postings pertaining to the industrial tax district
- Develop and update all forms in applicable tax program and webpage
- Issue Occupational Tax License and register withholding and/or net profit accounts
- Conduct Industrial Tax District compliance inspections

### **Minor Essential Duties**

- Provide tax information to auditors during audits
- Maintain files and spreadsheets on all Taxpayers
- Compile year-end reports as needed
- Attend workshop and classes on regulations that govern county policies and procedures

### **Qualifications**

#### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess a thorough knowledge of computers, calculators, , as well as other office equipment, accounts payable, posting ledgers and office procedures and practices.

#### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

### ***Mathematical Skills***

- Ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

### ***Reasoning Ability***

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

### ***Certificates, Licenses, Registrations***

- A Valid Kentucky Driver's License

### ***Other Knowledge and/or Skills***

- Ability to operate standard office machines
- Ability to display and exercise mature judgment, courtesy and tact in dealing with county employees and public on the telephone or in person
- Must be skilled in the effective use of computers and standard office machines
- Ability to use the computer for accounts payable, records and correspondence
- Thorough knowledge of accounts payable procedures, bookkeeping, office practices and procedures is required
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, and database management
- Knowledge of QuickBooks® preferable

### **Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

**Regularly (over 2/3)**

Sit  
Talk or hear  
Use hands to type, handle papers, etc.

**Occasionally (under 1/3)**

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

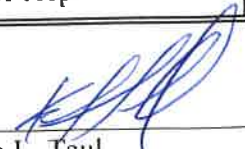
The noise level is usually moderate.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 13, 2023  
Status Box Change:

  
Keith L. Taul  
Hardin County Judge/Executive

# Hardin County Government

## Job Description

*Non-Hazardous*

**Human Resources Coordinator**

**Pay Grade 18**

| STATUS                                  |   |
|---|---|
| <b>Date:</b> June 13, 2023              | <b>Department:</b> Finance                              |
| <b>FLSA Status:</b> Exempt              | <b>Reporting Authority:</b> Treasurer/ Finance Director |
| <b>Supervisory Responsibility:</b> None |   |

### **Job Summary**

The purpose of this position is to ensure county policies, procedures, and programs meet legal compliance standards; and to provide support to county departments and employees in all human resources matters.

### **Major Essential Duties**

- Manage staffing and selection processes, including job posting and advertising, recruiting, screening, interviewing, testing, and assist in the selection of employees to fill vacant positions
- Manage onboarding and off boarding processes to enhance new and departing employees experience, including conducting new employee orientations
- Coordinate, attend, and promote the County at local job fairs.
- Maintain, update, and recommend changes to Personnel Policy and Procedures Manual and ensure consistent application of these policies, programs and procedures
- Provide guidance to Department Heads and assist in development of appropriate performance management solutions
- Input new hires into payroll, timeclock, benefits, and ACA compliance systems
- Ensures planning and monitoring of employee work by assisting Department Heads to coach and discipline employees
- Assist with the development and implementation of employee programs which may include employee recognition and wellness
- Ensure compliance with Federal Fair Labor Standards Act and Kentucky Department of Labor standards
- Complete all tasks associated with Kentucky Unemployment Insurance claims including files, reviews, hearings, etc.
- Review and respond to employment verifications
- Prepare and maintain personnel resolutions for Fiscal Court

- Provide support to all employees including management and Department Heads regarding employee relations matters
- Administer and track FMLA (Family Medical Leave Act)
- Assist in negotiation, renewal, or replacement of insurance contracts at the appropriate times as necessary.
- Administer enrollment/termination of applicable benefit programs including health, dental, vision, life, for all county employees
- Prepare and Conduct open enrollment for all county employees
- Ensure Affordable Care Act (ACA) compliance including preparing and distributions 1094/1095 forms to employees & the IRS as necessary

### **Minor Essential Duties**

- Prepare and maintain employment records related to hiring, terminations, leaves, transfers, promotions, training, medical records, and key assignment form, if applicable
- Prepare, update, and maintain job descriptions
- Assists with changes to the County's Workers' Compensation Guidelines
- Assist the Workers' Compensation Claims Coordinator
- Attend training and maintain membership in H.R. organizations such as SHRM or KHPRA
- Collect and maintain data to complete surveys, and reports, including New Hire reports, insurance bills, and Bureau Labor Statistic Reports monthly and yearly
- Administer mediation enforcement and agreements
- Maintain active and terminated personnel records in compliance with the Kentucky Department of Libraries and Archives

### **Qualifications**

#### ***Education and/or Experience***

- A Bachelor's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with five years of experience in some aspect of human resources; or
- An Associate's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with seven years of experience in some aspect of human resources; or
- Graduate of an accredited high school or equivalent with ten years of experience in employment, compensation, employee relations, organizational development, training, workers' compensation administration, benefits, or other human resources related area.

### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
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### ***Mathematical Skills***

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

### ***Reasoning Ability***

- Solves practical problems while dealing with several abstract and concrete variables
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

### ***Certificates, Licenses, Registrations***

- Human Resources certification preferred
- Maintain a valid Kentucky issued Driver's License

### ***Other Knowledge and/or Skills***

- Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to use the computer for correspondence, and have advanced skills in Microsoft Word, Excel, PowerPoint and Adobe Acrobat

### **Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing job duties, the employee could reasonably be expected to:

**Regularly (over 2/3)**

Sit  
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**Work Environment**

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
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  - Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must sign a form agreeing to non-disclosure of confidential information

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