

Department: Treasurer  
Classification: Competitive  
Grade: 10

SPEC DISK B7  
DOCUMENT 06

### PAYROLL ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently performing a variety of moderately difficult tasks related to payroll preparation. The work requires a thorough understanding of departmental payroll policy and procedures. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Supervision over the work of others is not normally a responsibility of an employee in this class. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Processes biweekly computerized payrolls including gross and net figures, retirement loans, garnishees, routine deduction etc. for all employees;  
Adjusts payroll salary figures for individual employees based on hours worked;  
Enters payroll information on computer, produces edit reports and does check preparation;  
Operates computing, calculating, and other office machines in relation to payroll activities;  
Makes appropriate payroll changes regarding deductions;  
Processes a variety of transactions involving deduction changes such as retirement, health insurance, social security, union dues, etc.  
Verifies payroll checks with payroll journal to insure amounts are correct;  
Answers telephone and written requests from employees concerning payroll;  
Processes quarterly reports to State and Federal government, and monthly report for retirement system;  
Prepares a variety of records and reports related to the payroll process;  
May respond to inquiries from employees, department heads concerning payroll matters;  
Processes direct deposit transactions for employees electing this payment method;  
Performs related clerical work related as required.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of methods used in maintaining and reviewing payroll accounts and records; working knowledge of office terminology; procedures and equipment; working knowledge of business arithmetic and English; ability to exercise independent judgment; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a recognized college with an associate's degree in accounting, business, public administration, or related field and two (2) years of paid experience as defined in (a).
- (b) Graduation from high school or equivalency and five (4) years of paid experience as defined in (a) above.
- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

Created: 1/2019  
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