

Department: Treasurer
Classification: Competitive
Grade: 4M/C

SPEC DISK B7
DOCUMENT 05

PAYROLL CLERK

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, tax sheltered annuities, routine deduction etc. for all employees and balances preliminary and final printout;
Adjusts payroll salary figures for individual employees based on hours worked;
Enters payroll information on computer, produces edit reports in the data processing department and does check preparation;
Operates computing, calculating, and other office machines in relation to payroll activities;
Works closely with the data processing department regarding payroll adjustments and computer printed checks;
Makes appropriate payroll changes regarding deductions for data processing unit check preparation;
Verifies hours and related salaries of employees;
Adjusts annual salaries for employees based on contract provision;
Processes a variety of transactions involving deduction changes such as retirement, health insurance, social security, etc.
Verifies payroll checks with recap sheet 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.

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: Graduation from high school or possession of a high school equivalency diploma and five years of experience in a clerical position involving the preparation and maintenance of payrolls.