

Jurisdictional Class: Competitive
Adopted: December 9, 2024

ASSISTANT PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for performing a variety of tasks related to payroll preparation and maintenance of time, leave, and benefits records. The work requires a general understanding of departmental payroll policy and procedures. Work is performed under direct supervision of the Payroll Clerk and/or a higher level supervisor. 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)

- Assists with processing biweekly computerized payrolls including gross and net figures, retirement loans, garnishments, tax sheltered annuities, routine deductions, etc. for all employees, and balances preliminary and final printout;
- Assists with miscellaneous payroll processing to correct errors or to issue payments outside of the normal payroll as outlined in contract language or as directed by agency administration;
- Assists with the general maintenance of payroll related employment records, including but not limited to new hires, terminations, position changes, and leaves of absence;
- Adjusts payroll salary figures for individual employees based on hours worked;
- Enters payroll information on computer or computer sheets for check preparation;
- Processes payroll information regarding applicants for unemployment benefits;
- Operates computing, calculating, and other office machines in relation to payroll activities;
- Makes appropriate payroll changes regarding deductions for data processing unit check preparation;
- Verifies hours and related salaries of employees;
- Assists with implementation of new developments and changes to policy based on contract changes, memorandums of agreement, resolutions, etc.;
- Assists with policy and procedure improvements (periodic review of procedures to improve efficiency, updating training materials, staying updated on software changes, etc.);
- 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 and related personnel matters;
- Assists with processing 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 assist with processing of W-2's and end-of-year reporting;
- May assist with preparing various invoices and forwarding them for payment as required;
- May assist with reconciliation of bank statements.

Assistant Payroll Clerk

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of modern 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 understand and carry out oral and written instructions;

Ability to make arithmetic computations rapidly and accurately;

Ability to write legibly;

Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six (6) months of experience in a clerical position involving the preparation and maintenance of payrolls or other financial accounts and records.

NOTE: Training beyond high school in accounting may be used toward satisfying minimum experience requirements.