

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs specialized clerical work relating to payroll matters. An incumbent processes and checks payrolls, supporting civil service papers, time and attendance reports, deduction registers, etc., and maintains a computerized payroll roster file for a large department or a major division. This position involves considerable contacts with fellow employees or unit heads. While supervision is not a responsibility of this class, guidance may be provided to a small number of employees assisting with the payroll work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and types payroll changes and supporting civil service documents involving appointments, salary increases, promotions, resignations, terminations, changes in retirement rates, insurance rates, etc.;

Examines and checks payroll deductions;

Calculates periodic or special payrolls, deductions and net pay, as required;

Plans work program to meet payroll schedules;

Provides guidance and instruction to support staff assisting with payroll work;

Sorts and distributes pay checks;

Answers inquiries concerning payroll and personnel procedures both verbally and in writing; routes complex issues to supervisor for direction or resolution;

May notarize retirement and other personnel forms when necessary;

Answers inquiries regarding Social Security and Retirement laws;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern payroll procedures; good knowledge of the methods used in financial record keeping; good knowledge of business arithmetic; knowledge of the practices and procedures used in payroll auditing; ability to operate data entry equipment; ability to maintain automated financial records; ability to make accurate computations; ability to follow oral and written instructions; ability to pay attention to detail; ability to establish and maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; good judgment; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and three years of general clerical experience, two years of which the primary function involved the processing of payroll or personnel records and supporting documentation.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for one year of the general clerical experience and one year of the specialized experience. Candidates must have at least one year of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.