

PAYROLL CLERK**DEFINITION**

Under general supervision of the Payroll Supervisor, to collect, review, verify, tabulate, extend and adjust timesheets or other employee attendance and leave documents according to contracts and other legal requirements, ensuring completeness and accuracy while meeting strict payroll timelines; to prepare and maintain records and reports of employee timekeeping, attendance, leave and other related information; to assist technical and supervisory payroll personnel in preparing and processing District payroll and preparing and maintaining payroll-related records and reports; and to perform related duties as assigned.

TYPICAL DUTIES

Collects, reviews, verifies, tabulates, extends and adjusts timesheets and other employee attendance documents, ensuring completeness and accuracy while meeting strict payroll timelines. Operates a computer to enter, revise, adjust and update data and reviews spreadsheets, lists and reports for accuracy and completeness; detects and corrects data discrepancies. Calculates earned vacation and sick leave according to contract agreements; enters new information into payroll database system. Processes and records employee attendance, leave and other information in accordance with established procedures, timelines, contracts and other legal requirements. maintains payroll database; updates and maintains employee database for use in tracking and adjusting employee attendance; develops and generates departmental database reports for processing of payroll; creates specialized reports for the District; prepares employment verifications as requested. Assists technical and supervisory payroll personnel in the preparation and maintenance of payroll records and reports for District administrators and County, State and federal agencies. Communicates with District employees and others to obtain, provide and verify information. Distributes pay warrants and other payroll-related documents. Operates a variety of office equipment including calculator, computer and peripheral equipment, typewriter, copier and others. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Payroll Clerk is the experienced-level classification in the payroll series. Incumbents perform responsible clerical duties involving employee timekeeping, and employee attendance and leave record-keeping. Payroll Technician is the advanced-level classification in the series. An incumbent performs responsible technical payroll processing duties of above-average complexity and is accountable for more difficult or problematic payroll issues. The Payroll Supervisor is the other class of the payroll series. The incumbent reports to the Director of Fiscal Services, is responsible for the District's payroll function, operation and activities and supervises assigned payroll staff.

EMPLOYMENT STANDARDS

Knowledge of: General payroll guidelines, practices, terminology and recordkeeping methods; modern office methods and procedures; operation of office equipment including computers and peripheral equipment; oral and written communication skills; interpersonal skills including tact, patience and courtesy; computer applications and software related to area of assignment.

Ability to: Prepare and maintain accurate records; meet demanding schedules and time lines; operate computer and peripheral equipment, typewriter, calculator, copier and others; respond to employment verification and attendance issues; apply contracts, policies and pertinent laws, rules and regulations to employee attendance and leave recordkeeping; assist other payroll personnel in preparing and processing payroll; type at an acceptable rate of speed; perform mathematical calculations with speed and accuracy; operate a 10-key calculator by touch; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; work confidentially with discretion.

Typical Background: Any combination equivalent to graduation from high school including or supplemented by course work in accounting, business or related field and at least two years of progressively responsible related accounting or clerical experience in a computerized system environment including one year of payroll experience. Public sector payroll or accounting experience, preferably in a school district, is highly desirable.

Essential Physical Activities and Work Environment: Work is performed in a District office setting, while sitting for extended periods of time at a desk or computer workstation. Needs sufficient visual acuity to read written records and computer screens all day; sufficient hearing to comprehend ordinary conversation in person or on the telephone; sufficient clarity of speech to be understood when explaining information in ordinary conversations; needs physical ability to operate a computer; must have stamina to work overtime during peak periods; must be able to lift and carry 25 pounds to store and retrieve archived data in storage boxes.

Mental Functions: Sufficient ability to communicate payroll-related information, analyze and process timekeeping, deduction or other payroll data.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.