

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of specialized clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. The work involves responsibility for applying departmental procedures and practices to account and record keeping and payroll related tasks, requiring an understanding of specific office rules, policies and procedures. Work is performed under general supervision with leeway for exercise of independent judgment in the solution of difficult or new problems; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and processes agency payrolls and related records;
 Maintains changes in payroll records;
 Submits payroll changes, additions and deletions to Data Processing;
 Participates in the maintenance of ledgers, records and reports;
 Computes and maintains time card information for employees;
 Computes salaries and hourly earnings for payroll entries;
 Compiles payroll data, prepares and verifies payrolls;
 Verifies employee deductions and makes necessary adjustments;
 Posts to roster cards and attendance cards from employee time cards;
 Reviews payroll for certification purposes;
 May process, sort, index, record and file a variety of claim forms, control records, and payroll reports;
 May maintain unemployment, disability and other insurance records;
 May operate calculating, keypunching, and other office machines;
 Performs a variety of related clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in maintaining financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business English; working knowledge of the methods and techniques of payroll processing and administration; working knowledge of record keeping methods and principles; ability to follow 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; EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Accounting, OR
2. Two (2) years of full-time paid experience, or its part-time equivalent, processing payroll accounts and records; OR
3. An equivalent combination of training and experience as noted in (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

APPROVED: AUGUST 2, 1996

REVISED: 6/12/14, 8/24/18