

PAYROLL CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine clerical work in the preparation of payrolls and the maintenance of payroll records. Work is reviewed through submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Sorts and files personnel actions, correspondences, and other materials in employees' jackets.

Accrues employees annual and sick leave from employees record card, accrues summer vacation leave for teachers.

Participates in computing special payments manually.

Prepares time sheets of employees; posts to time and attendance record; checks for completeness and accuracy.

Prepares labor distribution summary.

Maintains payroll records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practice and procedures.

Ability to learn and apply established payroll policies, procedures, and guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years experience as an office clerk;
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: AUGUST 1980

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