

## PAYROLL CLERK II

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work involved in the preparation of payrolls and the maintenance of payroll records in autonomous agencies. Employee in this class perform complex payroll clerical work independently on an ongoing basis.

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.)

Prepares and maintains individual service cards for employees; annotates all necessary information on the service cards such as rates, job code titles, pay ranges, annual and sick leave taken and accrued each pay period.

Prepares and maintains payroll control master affecting necessary adjustment to employees salaries, deduction and related records.

Processes personnel actions affecting employees' pay such as promotion, demotion, etc., computing retroactive adjustment for payments.

Processes and controls flow of Time and Attendance Time Sheet and other payroll disbursement to Data Processing Division for processing of payments.

Processes special payments manually for advance pay, lump sum payments, errors in leave processing, etc.

Balances year-to-date on individual earnings.

Controls accuracy, completeness and current status of savings bonds records.

Prepares bi-weekly payroll summary report, payroll analysis every end of payroll period.

May audit all special payments prior to signature of Payroll Supervisor.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the practices and procedures of office management.

Ability to learn existing compensation plan; withholding tax procedures; payroll accounting procedures; laws and regulations giving the legality of payroll actions; policies and procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two years experience as an office clerk and one year in payroll work; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: July 1980



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DAVID R. FLORES  
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CIVIL SERVICE COMMISSION