

PAYROLL CLERK III

NATURE OF WORK IN THIS CLASS

This is complex clerical work involved in the preparation of payroll and the maintenance of payroll records under a Computerized Payroll System.

Employees in this class perform the full range of 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.)

Establishes employees names on the on-line payroll control master.

Prepares and maintains payroll control master affecting necessary adjustments to employees' salaries, deductions and related records.

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

Updates payroll control master at pay period ending; verifies against the Manual control Master; releases Control Master for check-write.

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, and payroll analysis every end of the pay 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 principles and practices 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.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to operate a computer terminal utilizing the payroll process.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of experience as an office clerk and two (2) years in payroll work and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: NOVEMBER 1989

AMENDED: MARCH 1999

PAY GRADE: I

HAY EVALUATION:

KNOW HOW:	DI1	132
PROBLEM SOLVING:	C3 (25%)	33
<u>ACCOUNTABILITY:</u>	<u>C1C</u>	<u>38</u>
TOTAL POINTS:		203

This standard revises and supercedes the standard established NOVEMBER 1989 and amended APRIL 1994 and AUGUST 1996.



ELOY P. HARA
Executive Director
Civil Service Commission