

PRINCIPAL PAYROLL CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for processing payroll data and records. The work is performed under the general supervision of an administrator and work guidance (e.g., lead work) may be provided to others. This position is the same as Principal Payroll Clerk except that it requires a skilled typist. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the processing of payroll and payroll-related data and records (e.g., entering timesheets into the automated payroll system, data change forms, leaves, etc.) in accordance with applicable contracts, rules and regulations;

Provides work guidance to staff involved in the processing of payroll;

Provides information to employees with respect to a variety of payroll matters including salary information, benefits, policies and procedures, accruals, leaves of absence, workers' compensation, etc.;

Monitors the completion of payroll activities and reviews payroll-related documents to ensure the accuracy and timeliness of the payroll;

Responds to requests for information in accordance with applicable rules and regulations (e.g., employment verification, AFLAC documentation, etc.);

Provides payroll records, statistics and analysis, as needed, in support of audits, budget preparation, etc.;

Maintains related records per the Retention and Disposition Schedule for New York Local Government Records;

Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of record-keeping practices especially as they apply to a payroll function; good knowledge of arithmetic; ability to prepare a variety of payroll reports; ability to provide work guidance to others; ability to understand and carry out moderately complex oral and written instructions; ability to type accurately and at a rate of speed satisfactory to the appointing authority*; ability to establish and maintain effective working relationships with others; ability to use computer software in the completion of assignments*; ability to perform clerical functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

1. Three (3) years of clerical or business experience, at least two (2) years of which must have involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience), at least one (1) year of which must have involved oversight and/or non-routine duties**; or
2. An Associate's degree in Accounting or comparable curriculum and one (1) year of clerical or business experience which must have involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience), at least one (1) year of which must have involved oversight and/or non-routine duties**.

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NOTE: A Bachelor's degree or higher in Accounting or comparable curriculum shall be deemed fully qualifying.

PROMOTION: Two (2) years of permanent status as a Senior Payroll Clerk or Senior Payroll Clerk-Typist.

*To be demonstrated during the probationary period.

**Non-routine duties are tasks or activities that do not follow a predictable or repetitive pattern and often require unique problem-solving skills, creativity and adaptability. It is unlike routine work, which involves activities that are well-defined, structured and can be performed using established procedures or guidelines.