

SENIOR 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 Senior Payroll Clerk except that it requires a skilled typist. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes payroll and payroll-related data and records (e.g., entering data from employee time sheets including vacation, overtime, adjustments, etc. into automated payroll system);
Provides general information to employees with respect to a variety of payroll matters including salary information, benefits, accruals, leaves of absence, workers' compensation, etc.;
Posts wage data to payroll records and proves gross payroll totals;
Makes and checks adjustments and revisions in payroll rates or deductions;
Responds to requests for wage verifications (e.g., for loans, mortgages, etc.);
Uses computer software or other automated systems in the completion of assignments;
Prepares a variety of routine payroll-related reports, as required;
Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;
May keep records of employee attendance;
May sort and distribute payroll checks;
May provide work guidance to staff involved in the processing of payroll records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of record-keeping practices especially as they apply to a payroll function; good knowledge of arithmetic; ability to prepare a variety of routine 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. Two (2) years of clerical or business experience, at least one (1) year 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); or
2. An Associate's degree or higher in Accounting or comparable curriculum.

PROMOTION: One (1) year of permanent status as a Payroll Clerk-Typist or Payroll Clerk.

*To be demonstrated during the probationary period.