

PAYROLL AND YOUTH COURT PROGRAM COORDINATOR (POLICE DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work in a Police Department involving responsibility for overseeing and participating in the day-to-day payroll operations of a Police department. The work also involves responsibility for assisting a program director (normally under the general direction of a Police Sergeant) in the administration of a youth court program. The youth court program involves young people eight to sixteen years of age who commit minor offenses and/or misdemeanors and who are subject to a hearing and, as appropriate, disciplinary action by youth courts comprised of teenage peers. The incumbent will oversee and coordinate the programs with members of the Police Department, designated youth officers, village and school district officials with considerable latitude for independent action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes payroll and payroll-related data and records (e.g. entering hours submitted on time sheets including vacation, overtime, adjustments, etc.);
Provides information to employees with respect to a variety of payroll matters including salary information, benefits, payroll-related provisions of labor contracts, etc.;
Posts wage data to payroll records and proves gross payroll totals;
Makes and checks adjustments and revisions in payroll rates or deductions;
Uses computer software or other automated systems in the completion of assignments;
Prepares a variety of routine payroll-related reports, as required;
Keeps time records and records of employees' attendance;
Assists in the development and implementation of youth court procedures and routines;
Meets with Police Department personnel to explain the youth court program requirements;
Schedules and oversees youth court sessions;
Oversees, schedules and trains youth court volunteer members;
Acts as a liaison with juvenile aid bureau concerning youth court cases;
Periodically reviews and evaluates effectiveness of the youth program;
Collects data from Police Departments and School Districts on number of crimes and violations committed and, as required, prepares financial, statistical and narrative reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the planning, coordination and monitoring of programs; good knowledge of record-keeping practices especially as they apply to a payroll function; good knowledge of arithmetic; working knowledge of administrative techniques; working knowledge of problems affecting youths under sixteen years of age; ability to establish and maintain effective working relationships with others; ability to conduct research; ability to communicate effectively both orally and in writing; ability to understand and carry out moderately complex oral and written instructions; ability to prepare financial, statistical and narrative reports; ability to perform clerical functions.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and two (2) years of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibility involving considerable public contact* and/or interpersonal relations which included or was supplemented by (1) year of clerical or business experience which must have substantially involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records; or
2. An Associate's degree and four (4) years of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibility involving considerable public contact* and/or interpersonal relations which included or was supplemented by (1) year of clerical or business experience which must have substantially involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records.

NOTE: *Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.