

PAYROLL CLERK AND DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving the processing of primarily routine payroll data and records as well as the operation of an alphanumeric keyboard to enter data from source documents into a computer database and to retrieve computer stored information. If certain transcription procedures require data not found on source documents, contact may be made with the source to secure data, and arithmetic computations may be made to provide the specific data required. The work is performed under general supervision of either a higher level clerical employee or an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Computes gross wages and posts wage data to payroll records;
Enters gross wages on earning record cards checks, check stubs and data processing work sheets;
Proves gross payroll totals of earnings record sheets with work sheets or check register totals;
Makes simple adjustments and revisions in payroll rates or deductions;
Prepares W-2 forms annually;
Operates an alphanumeric keyboard to enter data from source documents into a computer database;
Reviews source documents for completeness and accuracy before entering data into a computer database.
Identifies needs for output information and makes appropriate entries, adjustments and necessary provisions to generate and retrieve desired output, including but not limited to forms, documents, reports, etc.;
Records information on an appropriate form or document;
Compares data previously entered with the source documents and corrects any errors;
Prepares a variety of records, reports, forms, charts, and other materials, generally by accessing databases and formatting data;
May type correspondence, documents, records and other written material;
May operate a check-signing machine;
May keep record of employee attendance;
May prepare and distribute pay envelopes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of arithmetic and record keeping practices particularly as they apply to a payroll operation; working knowledge of the methods and equipment used in data entry; ability to understand and carry out oral and written instructions; ability to type and/or enter data at an acceptable degree of speed and accuracy*; ability to use computer software in the completion of assignments*; ability to maintain basic records; ability to prepare basic, structured reports; ability to make visual comparisons and to identify errors.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either two (2) years of office clerical experience or education beyond high school, which included or was supplemented by either:

(over)

1. Six (6) months of work experience in the operation of data entry machines requiring the manipulation of an alphanumeric keyboard; or
2. One (1) year of clerical work experience which involved typing as a regular aspect of the job and completion of an approved course in the operation of data entry machines; or
3. Nine (9) credit hours beyond high school in data entry, word processing or related courses.

NOTE: Academic, technical, or vocational training or clerical experience may be substituted for high school on a year-for-year basis.

*To be demonstrated during the probationary period.