

## **PAYROLL CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work which involves a responsibility for processing primarily routine payroll data and records. The work is more complex than first level clerical processing since it requires evaluation and computation of submitted data for accuracy and compliance with established schedules and for taking appropriate action. The work is similar to that of a Senior Clerk except that as it is significantly concerned with payroll processes and it requires a greater degree of number facility and accuracy. Other clerical work particularly as it relates to processing fiscal records may be performed as required. The work is performed in accordance with prescribed procedure under the supervision of a higher level payroll employee or an administrator. This position is the same as that of Payroll Clerk except that it requires a qualified typist. 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 earning record sheets with work sheets or check register totals;  
Makes simple adjustments and revisions in payroll rates or deductions;  
Prepares W-2 forms annually;  
Does tabular, form and copy typing;  
Performs a variety of clerical tasks when not processing payrolls;  
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 English; working knowledge of record keeping practices particularly as they apply to a payroll operation; ability to understand and carry out oral and written instructions; ability to type at a rate of forty (40) words per minute\*; ability to use computer software in the completion of assignments\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical experience or education beyond high school in business or secretarial sciences. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

\*To be demonstrated during the probationary period.