

## **PRINCIPAL PAYROLL CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving responsibility for overseeing and participating in the processing of payroll data and records. The work differs from that of a Senior Payroll Clerk in the level of independent judgment exercised and in the complexity of assignments. 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 qualified 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 an automated system, data change forms, etc.);  
Provides work guidance to staff involved in the processing of payroll records;  
Provides information to employees with respect to a variety of payroll matters including salary information, benefits, policies and procedures, etc.;  
Monitors the completion of payroll activities and reviews payroll-related documents for completeness and accuracy;  
Types from copy, drafts, computations, etc.;  
Uses computer software or other automated systems in the completion of assignments;  
Prepares a variety of payroll-related reports, as needed.

### **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 understand and carry out moderately complex oral and written instructions; ability to type at a rate of forty words per minute\*; 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 four (4) years of clerical or business experience, at least two (2) years of which must have substantially involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records, and at least one (1) year of which must have involved oversight and/or non-routine duties (i.e. beyond entry level).

### **NOTES:**

1. Education beyond high school in accounting, account-keeping or bookkeeping may be substituted for the required general experience on the basis of 15 credit hours for each year of experience.
2. A Bachelor's Degree in Accounting may 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.