

SENIOR PAYROLL CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized office clerical work involving responsibility for participating in the processing of payroll data and records. The work differs from that of 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 other Payroll Clerks. This position is the same as Senior Payroll Clerk except that it requires a qualified typist. 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 general information to employees with respect to a variety of payroll matters including salary information, benefits, 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;
Does tabular, form or copy typing;
May keep records of employees attendance;
May sort and distribute payroll checks;
May provide work guidance to staff involved in the processing of payroll records;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, microcomputer, etc.

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 understand and carry out moderately complex oral and written instructions; ability to type at a rate of forty (40) 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 three (3) years of clerical or business experience, at least one (1) year of which must have substantially involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records.

NOTE: Education beyond high school in business, accounting, account-keeping or bookkeeping may be substituted for the general, clerical experience on the basis of fifteen (15) credit hours for each year of experience.

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

*To be demonstrated during the probationary period.

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Competitive