SENIOR PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is high level technical clerical and account clerical work involving major responsibility for processing payroll data and records requiring a high degree of accuracy. Work differs from that of Payroll Clerk in the greater complexity and independence of action of the processing performed. Work is performed in accordance with prescribed procedures, under general supervision of higher level finance employees. Supervision may be exercised over subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Computes gross wages and records wage data to computerized payroll records;
Proves gross payroll totals for accuracy;
Computes breakdown of gross annual salaries resulting from revised pay rates;
Makes and checks adjustments and revision in payroll rates or deductions;
Prepares salary information for Worker's Compensation and Disability forms;
Prepares various reports such as Retirement, Social Security, Federal Withholding, State Withholding, Group Insurance, Credit Union, etc.
Discusses payroll information with employees;
Compiles a variety of payroll reports;
Operates a check-signing machine;
Processes records of employee attendance;
May supervise lower level payroll personnel;
May prepare and distribute pay envelopes;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of business arithmetic; thorough knowledge of record keeping practices particularly as they apply to a payroll operation; good knowledge of the operation of a computer; ability to understand and carry out difficult oral and written instructions; ability to coordinate the work of others; ability to write legibly, numerical aptitude and facility; high degree of accuracy; clerical aptitude; good organizational skills.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma and six (6) years of clerical experience, four (4) years of which must have been in payroll work, two (2) years of which must have been computerized payroll processing work.

FOR PROMOTION: Two (2) years of permanent competitive class status as a Payroll Clerk.