

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work which primarily involves responsibility for the processing of payroll data and records requiring a high degree of accuracy. Work is performed in accordance with prescribed procedure under general supervision of an administrator, and often involves meeting strict deadlines. Supervision may be exercised over beginning level account clerical or payroll personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Computes gross wages and posts wage data to payroll records;

Prepares a list of all changes (i.e., pay, new hires, deductions, etc.) occurring each payroll;

Proves gross payroll totals after changes have been processed by the data processing section;

Coordinates payroll information with the data processing section;

Makes adjustments and revisions in payroll rates or deductions; Operates computer using specialized payroll software;

Computes breakdown of gross annual salaries resulting from revised pay rates; prepares bank deposits and breakdowns on payrolls as to proper amounts for State Tax, Federal Tax, Social Security, Bonds, Group Insurance and Union Dues;

Prepares salary information for Workers' Compensation and Disability Forms;

Prepares various reports such as Retirement, Social Security, Federal Withholding, State Withholding, Hospitalization, Group Insurance, C.S.E.A., NYS Department of Labor Report, CNA Report, Credit Union;

Operates a check-signing machine;

May do incidental typing;

May distribute pay checks;

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: Good knowledge of arithmetic as it pertains to the payroll process; good knowledge of record keeping practices particularly as they apply to payroll operation; working knowledge of the operation of a computer and computer spreadsheets; ability to understand and carry out oral and written instructions; ability to write legibly; numerical aptitude and facility; high degree of accuracy; clerical aptitude.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, and four (4) years of clerical experience, two (2) years of which must have been in payroll work and one (1) year of which must have involved the operation of a computer in the payroll process.