

PAYROLL CLERK

JOB SUMMARY	Under general supervision, perform clerical tasks involved in the preparation of the payroll and specialized clerical work in processing information and record keeping.
TYPICAL DUTIES	Perform complex and specialized work related to the preparation, processing, and maintenance of the payroll; sort and distribute department mail, file payroll department documents, compose and type department correspondence, monitor employee TB testing, responsible for computing employee financial data and completing employment verification reports, enroll employees in District benefit programs, reconcile and submit data for tax sheltered annuities; answer telephone inquiries regarding all aspects of payroll, insurance, tax shelters, and other benefits; prepare payroll deductions, may compute payroll adjustments and reconcile insurance and benefit accounts; may audit daily and hourly time sheets each month for correct data and budget assignments. Operates a variety of office machines and equipment such as calculator, typewriter, copier, fax machine, computer and related word processing and spreadsheet software, etc.; performs other related duties as required.
JOB REQUIREMENTS	Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent supplemented by courses in office practices, bookkeeping, accounting or payroll procedures and/or at least three years of increasingly responsible experience in financial record keeping systems and calculations, some of which included responsible experience in payroll activities.
Knowledge of:	Principles, practices, and methods of office procedures and practices including records management and document processing; computer/microcomputer operation including the development and use of spreadsheets; bookkeeping procedures and practices; modern office methods, practices, and equipment; oral and written communication; interpersonal skills including tact, courtesy, and diplomacy. Principles of payroll and benefits. Telephone etiquette; proper English language usage, spelling and composition; grammar, punctuation and vocabulary.
Ability to:	Perform a variety of responsible clerical duties in support of the District's payroll function; process and maintain files for certificated and classified employees and substitutes; learn to apply, and explain actions, rules, and regulations pertaining to payroll, benefits, and leave issues; communicate tactfully and effectively both orally and in writing; establish and maintain effective and cooperative working relationships with all district staff and general public; perform clerical duties such as typing, filing, faxing,

answering the phones, greeting individuals, and copying; operate a computer/microcomputer to enter, retrieve, and update information; utilize word processing and spreadsheet software and present statistical information in a readable format, maintaining extreme accuracy. Perform arithmetic calculations accurately and rapidly. Use a calculator with speed and extreme accuracy. Type at a corrected speed of 40 wpm; maintain confidentiality and security of employee information; establish and maintain accurate records.

PHYSICAL DEMANDS

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.