

PAYROLL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized clerical position in the Department of Youth & Workforce Services involving overseeing and coordinating the maintenance of payrolls and needs based payments-client wages. Work activities in this class involve application of routine weekly payroll preparation or routine auditing duties of personnel and client records and timesheets. Employees in this class generally work with some independence in making work decisions, but new or unusual departures from established procedures are referred to the Director of Grants Management, who is the immediate supervisor for this position. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees and coordinates the maintenance of all personnel records, including departmental staff accrued vacation, sick and personal leave;
- Prepares weekly payrolls from submitted documentation and assures documentation is correct and verified;
- Checks prepared payrolls for accuracy;
- Handles distribution of bus tokens to needs-based payments program participants;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern payroll principles and practices and the operation of common office machines;
- Good knowledge of modern office records and practices;
- Good knowledge of basic computer office software and filing procedures;
- Ability to apply basic payroll principles to the keeping or auditing of client records;
- Ability to understand and follow general oral and written directions;
- Good judgment;
- Integrity;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency.