PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of specialized account clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. Work assignments generally develop from the receipt of papers, payroll time sheets, documents, claims or other materials presented which require knowledge concerning the procedures involved with payroll preparation or from specific assignments by a superior. General supervision is provided from higher level staff, although direct supervision may apply in cases of unusual, difficult or substantial matters or policy problems. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Computes and makes appropriate payroll changes regarding hours worked, deductions, overtime, tax changes, etc.;
- Inputs necessary information into computer system to generate checks for payroll;
- Prepares monthly retirement report for New York State Employees Retirement System;
- Processes direct deposit transactions for employees electing this payment method;
- Registers new employees by obtaining required data and submitting appropriate forms for payroll registration, retirement, etc.;
- Responds to inquiries from employees, department heads, and outside agencies concerning payroll related personnel matters;
- Responsible for filing material, file searches and maintenance of related records;
- Assists employees with new hire paperwork pertaining to payroll;
- Enters and retrieves information in an automated information system;
- Receives, sorts and distributes incoming mail;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of payroll procedures;
- Good knowledge of data processing applications for payroll;
- Good knowledge of office practices and procedures;
- Good knowledge of computer software programs;
- Working knowledge of English, spelling and arithmetic;
- Good oral communication skills;
- Ability to use a calculator;
- Ability to deal calmly and effectively with co-workers and the public;
- Ability to work independently;
- Accuracy;
- Good judgment;
• Reliability;
• Thoroughness;
• Tact and courtesy;
• Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree (or higher) in business administration or accounting and one (1) year of full-time paid clerical experience involving maintenance of payroll records; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience involving maintenance of payroll records; **OR**

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Adopted: 10/29/14
Revised: 8/26/15