

PAYROLL ASSISTANT**Nature of Work**

Under general supervision, performs clerical work at the full-performance level by preparing hourly and salaried payrolls for computer processing and the issuance of paychecks. Has limited latitude to vary methods and procedures, as strict state and federal guidelines apply. Work is accomplished in a narrow time frame and accuracy is important. May prepare accompanying personnel-related information; may act as lead worker. Performs related work as required.

Examples of Work

- Posts employees' hours worked, computes total hours worked for pay period, reviews figures for completeness and accuracy and makes necessary corrections.
- Answers employees questions concerning pay, benefits, and deductions.
- Maintains multiple record and filing system of payroll and employee benefit data.
- Prepares tax deposits for federal, state and social security withholding.
- Redeposits payroll checks when necessary.
- Posts and maintains payroll ledgers.
- Distributes paychecks to appropriate personnel.
- Codes payrolls and related intra-government transfers for data entry.
- Prepares hourly, salary and part-time payroll requests for computer processing.
- Prepares data sheets and cards for new employees.
- Compiles weekly, monthly, quarterly, annual and other payroll related reports.
- Processes personnel information concerning each employee on payroll.
- Performs routine clerical duties such as filing, typing letters, correspondence and memos, answering the telephone, posting and making copies.
- Posts sick, annual and vacation leave for each employee from time cards and leave slips.

Knowledge, Skills and Abilities

- Knowledge of basic office clerical practices and procedures.
- Ability to learn payroll procedures and payroll computing processes.
- Ability to perform arithmetic calculations.
- Ability to review payroll documents for completeness and to detect and correct errors.
- Ability to type and operate a computer terminal.
- Ability to prepare all payroll related reports.
- Ability to understand and interpret oral and written instructions.

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PAYROLL ASSISTANT (CONT'D)

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Two years of full-time or equivalent part-time paid clerical experience, one year of which included payroll, personnel, or accounting related duties.

Established: 11/21/91
Effective: 12/1/91