

## DISTRICT PAYROLL CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	1 of 2

### DEFINITION

To perform clerical duties related to the preparation of payroll for completion of monthly and variable payroll.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Reviews and files student, hourly, classified, management and faculty time cards for correct totals.
- Prepares absence reports for the department.
- Answers inquiries regarding payroll preparation and discrepancies.
- Completes Verification of Employment (VOE) forms for financial companies, mortgage companies and various government agencies.
- Informs higher-level payroll personnel of time card deficiencies.
- Composes correspondence to employees.
- Informs higher-level payroll personnel of time card discrepancies.
- Assists in correcting codes in journal entries for student or variable payroll.
- Calculates overpayments and composes correspondence to employees on payroll related matters.
- Explains policies and procedures related to payroll operations to District personnel.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Letter, memorandum and report formats.
- Professional customer service techniques for public contact in person and over the phone.
- Modern software applications (Microsoft Office Suite, etc.).
- Modern office procedures, practices and technology/equipment.
- Business and payroll related software applications.
- Basic business mathematics.
- Proper English usage, grammar, spelling, and vocabulary.

Skill/Ability to:

- Learn and apply methods, techniques, policies and regulations pertaining to payroll procedures.



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- Learn the District's workforce in order to recognize anomalies in records.
- Perform clerical work requiring the use of independent judgment and initiative.
- Perform data entry and mathematical computations accurately.
- Operate standard office equipment and software.
- Understand and carry out both oral and written instructions.
- Keyboard with accuracy.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- One (1) year of experience as a payroll clerk or equivalent, performing similar duties.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17