

PAYROLL CLERK

LOCATION: Tioga County Departments
CLASSIFICATION: Competitive
SALARY: CSEA - Grade VI
ADOPTED: Updated 10/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing a variety of basic account keeping and payroll related tasks. A Payroll Clerk is responsible for processing the payroll and maintaining related payroll records. The work is performed under general supervision allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Computes and makes appropriate payroll changes regarding hours worked and overtime, etc.;
- Enters payroll information on computer sheets and forwards them to data processing center for check preparation;
- Adjusts salary figures for individual employees based on hours worked;
- Verifies and posts salaries to appropriate accounts;
- Files absence slips, payroll masters, computer runs, and other records;
- Adjusts annual salaries for personnel based on contract provisions;
- Prepares a variety of records and reports related to the payroll process;
- Types forms, payroll sheets, checks and other materials;
- Answers telephone and written requests from employees concerning payroll related personnel matters;
- May operate adding machine, calculator, computer terminal, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining and reviewing payrolls accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to type at a satisfactory speed; ability to write legibly; clerical aptitude; mental alertness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience or its part-time equivalent involving the maintenance of financial accounts and records; **OR**
- (b) Four years of full-time paid experience or its part-time equivalent as defined in (a); **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).