



## PAYROLL CLERK

AGENCY/DEPARTMENT:  
Various/Variou

Approved By HR Director:

Date Approved:

Date of Last Revision:

*Gordon R. Johnson*  
1/16/07

Reports to: Various

Supervises: N/A

Conflict of Interest Code Filer:

**JOB SUMMARY:** Under general supervision, performs timekeeping and general payroll support activities on behalf of an agency or department; performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Computes and prepares payroll information for data processing.
2. Using daily timesheet data, changes work schedules and enters vacation, sick leave, overtime and other timekeeping information into the City payroll system.
3. Inputs daily timesheet totals; runs verification reports; and makes corrections.
4. Reconciles timesheets to payroll roster; reviews timesheets and related documents for accuracy and completeness.
5. Audits and assigns allocation of pay rates and funding sources.
6. Processes, documents, and files requests for sick leave and vacation usage.
7. Reviews timekeeping and payroll data for consistency with MOUs, Personnel Rules and Regulations, and agency procedures.
8. Answers routine payroll processing questions.
9. Maintains records and documents; runs payroll reports.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Two years of administrative clerical support work, including payroll timekeeping duties.

#### KNOWLEDGE OF:

- Modern office practices, procedures, equipment, and standard clerical techniques.
- Computerized timekeeping systems.
- Customer service methods and communication techniques.

#### ABILITY TO:

- Apply department, agency, and City policies and procedures, MOUs, and other directives.
- Prepare and review forms, documents, reports, and related correspondence.
- Proficiently work in various versions of MS Windows using Word and Excel to compile routine documents and reports.
- Perform queries using database reporting systems.
- Make mathematical computations and tabulations rapidly and accurately.
- Identify errors and discrepancies.
- Maintain confidentiality.
- Communicate effectively with co-workers, supervisors, management, the public, and other department representatives, both orally and in writing.

- Plan, organize, schedule, and complete projects and tasks within assigned timelines.
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**LICENSES:**

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** Confidential Employees

**DOT Program Participant:** No

**Job Family:** Administrative Support - Clerical

**Career Progression:**