

Jurisdictional Class: Competitive  
Adopted: October 12, 1979  
Revised: June 11, 2010

**PAYROLL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult clerical work involving responsibility for independently performing a variety of tasks related to payroll preparation and maintenance of time, leave, and benefits records. The work requires a general understanding of departmental payroll policy and procedures. An incumbent of this class generally follows a prescribed routine and in most cases receives only infrequent instruction. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not normally a responsibility of an employee in this class. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Processes biweekly computerized payrolls including gross and net figures, retirement loans, garnishees, tax sheltered annuities, routine deductions, etc. for all employees, and balances preliminary and final printout;

Adjusts payroll salary figures for individual employees based on hours worked;

Enters payroll information on computer or computer sheets for check preparation;

Processes payroll information regarding applicants for unemployment benefits to the New York State Employment Service;

Operates computing, calculating, and other office machines in relation to payroll activities;

Works closely with the data processing department regarding payroll checks and/or adjustments;

Makes appropriate payroll changes regarding deductions for data processing unit check preparation;

Verifies hours and related salaries of employees;

Adjusts annual salaries for employees based on contract provision;

Processes a variety of transactions involving deduction changes such as retirement, health insurance, social security, etc;

Verifies payroll checks with recap sheet to insure amounts are correct;

Answers telephone and written requests from employees concerning payroll and related personnel matters;

Processes quarterly reports to State and Federal government and monthly report for retirement system;

Prepares a variety of records and reports related to the payroll process;

May be responsible for W-2's and end-of-year reporting;

May be responsible for preparing various invoices and forwarding them for payment as required;

May reconcile bank statements;

May process payments received and prepare receipts.

## Payroll Clerk

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of modern methods used in maintaining and reviewing payroll accounts and records;

Working knowledge of office terminology, procedures, and equipment;

Working 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 write legibly;

Clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in a clerical position involving the preparation and maintenance of payrolls or other financial accounts and records.

**NOTE:** Training beyond high school in accounting may be used toward satisfying minimum experience requirements.