

## PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position prepares payrolls and maintains payroll records for all employees as to rate of pay, deductions and other information necessary for compilation of payrolls, and performs other specialized clerical work related to payrolls. This position involves considerable contact with fellow employees as well as with unit supervisors. Supervision may be exercised over a small number of employees assisting with the payroll work. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares payroll or payroll worksheets for each employee based upon payroll records;

Maintains a complete payroll record for each employee including all payroll deductions such as for health insurance, social security tax, income tax, savings bonds, group insurance, union dues, retirement, loans, etc.;

Initiates or is provided with information pertaining to all appointments, salary increases, promotions, resignations, terminations, leaves of absence without pay and any other changes affecting the payroll;

Examines and checks payroll deductions;

Answers inquiries concerning payroll and personnel procedures either verbally or by correspondence;

Plans work program to meet payroll schedules;

Calculates periodic reports as to deductions for social security, income taxes, health insurance, retirement, etc.;

Sorts and distributes paychecks;

Processes civil service paperwork and/or health insurance claims and maintains records thereof, as assigned;

May be required to perform other clerical functions in the department when not processing the payroll;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern payroll procedures; working knowledge of Social Security and Retirement Laws; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to make accurate arithmetic computations; ability to operate a calculator; ability to deal with people effectively; ability to manipulate a standard alphanumeric keyboard, if required; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; courtesy; tact; good judgment; integrity; honesty; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, two (2) years of which must have involved the processing of payrolls using automated systems.

SUBSTITUTION: An Associate's Degree\* in Accounting, Finance, Business or closely related field may be substituted for two (2) years of the above clerical experience. There is no substitution for the one (1) year of specialized clerical experience that involved the processing of payrolls using automated systems.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,  
Special Districts, Cities of Rye & Peekskill  
School Districts

J.C.: Competitive  
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Job Class Code: S716 (School Districts)  
0716 (Municipalities)