

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing account-keeping and payroll-related tasks. The work requires a general understanding of office rules, policies and procedures. Work is performed under general supervision. Supervision may be exercised over account/clerical staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Computes employees' net earnings for pay period, based on salary deductions;

Processes and prepares payrolls;

Prepares year-to-year register with all payrolls for totals on salaries (Federal, State taxes and FICA);

Prepares ledgers, records and reports of payroll deductions;

Compiles payroll data, prepares and checks payrolls;

Processes, sorts, indexes, records and files a variety of claim forms, control records and payroll reports;

Reviews payroll abstracts for accuracy;

Maintains records of employee leave time accruals and changes;

Completes a variety of report or survey documents;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Ability to acquire a good knowledge of the methods and techniques of payroll processing and administration; good knowledge of bookkeeping methods and principles; good

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knowledge of modern methods used in maintaining financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; and ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience involving the compilation and/or maintenance of financial accounts and records or payroll records; or
- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described above.

NOTE: *A municipal employer may require that candidates for appointment have at least one year of experience in operating a midrange or mainframe computer if the position being filled functions independent of supervision and requires this skill.*

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Last Reviewed: 8/31/95
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

New requirement folder 02/05/09
Revised and Replaced in Classplan: 2/27/2023