

## **PAYROLL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves the performance of specialized clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. The work involves responsibility for applying departmental procedures and practices to account and record keeping and payroll related tasks, requiring an understanding of specific office rules, policies and procedures. Work is performed under general supervision with leeway for exercise of independent judgment in the solution of difficult or new problems. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Computes and makes appropriate changes regarding hours worked, deductions, overtime, tax changes, etc.;

Makes adjustments and revisions in payroll rates or deductions;

Prepares and maintains a variety of records pertaining to payroll activities;

Prepares and processes payroll deductions by forwarding appropriate reports and payments for deductions; including: child support, union dues, insurance, charity contributions and others;

Inputs necessary information into computer system to generate checks for payroll;

Prepares periodic reports related to State and Federal payroll tax withholdings and payroll matters;

Prepares monthly retirement report for NYS Employees Retirement System;

Responds to inquiries from employees, department heads, and outside agencies concerning payroll related personnel matters;

Processes direct deposit transactions for employees electing this payment method;

May operate typewriter, calculator, or other office machines, including computer terminals;

Performs a variety of related clerical tasks.

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

Good knowledge of modern methods used in maintaining financial accounts and records, including financial computer software;  
Working knowledge of office terminology, procedures and equipment;  
Working knowledge of business English;  
Working knowledge of the methods and techniques of payroll processing and administration;  
Working knowledge of record keeping methods and principles;  
Ability to write legibly;  
Ability to follow oral and written instructions;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to analyze and organize data and prepare records and reports;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;  
Ability to establish and maintain effective working relationship with others.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or possession of a high school equivalency diploma and one year of full time paid experience maintaining payroll accounts and records; OR
- B) Three years experience as described in A) above; OR
- C) An equivalent combination of training and experience as described in A) and B) above.

NOTE: Education beyond high school in the fields of accounting or business administration will be substituted for experience on a year for year basis.