

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for compiling and processing the payroll and maintaining related payroll and employee records. The incumbent operates a computer to transcribe payroll information which produces payrolls, payroll checks, W2s, and New York State and Federal Reports. Incumbents usually work under general supervision on routine assignments in accordance with defined procedures with some leeway for the use of independent judgment in carrying out the details of the work. Supervision over the work of others is not generally a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Computes payroll changes regarding hours worked, deductions, overtime, tax changes, etc.; Operates a computer or data entry terminal to enter data changes following a prescribed code; Prepares payroll reconciliation, accounting for additions and deletions; May maintain records such as employee time and leave files, transaction documents affecting employees' status and deduction authorizations; Prepares periodic reports related to unemployment and retirement benefits, social security, State and Federal tax withholdings and payroll matters; May operate a variety of office machines, including calculators, printers, copiers, etc.; Prepares W-2 forms annually and other required forms when necessary; May prepare employee status forms for new employees and changes in employment; May prepare and distribute pay envelopes or checks; May adjust salary figures for individual employees based on hours worked and salary changes; Verifies and posts salaries to appropriate accounts; Prepares a variety of records and reports related to the payroll process; May answer telephones and written requests from employees concerning payroll related personnel matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining and reviewing payroll accounts and records; Good knowledge of office terminology, procedures and equipment; Good Knowledge of computer operation; 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; Clerical aptitude; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two year college with a degree which includes or is supplemented by the completion of 6 credit hours in accounting; AND Two years of full-time paid, or its parttime equivalent involving the maintenance of financial accounts and records which shall have included processing of payroll and handling of confidential payroll records experience; OR
- B. Graduation from high school or possession of an equivalency diploma and four years of experience involving the maintenance of financial accounts and records which shall have included processing of payroll and handling of confidential payroll records; Or
- C. Five years of experience as described in (A) and (B) above; Or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Post high school educational training in a regionally accredited or New York State registered college or university or business school in accounting, business administration, economics, or related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or related work may be substituted for experience on a year-for basis provided such training includes an equivalent of three semester credit hours in Accounting per year of training.

NOTE: Parttime paid experience will be pro-rated toward meeting the fulltime experience requirement.

Adopted: 4/23/92

Reviewed: 11/6/95; 4/29/10

Revised 1/23/04; 12/3/08; 7/30/12; 7/15/14; 7/5/18