



Payroll Specialist

SALARY RANGE

(\$39,956.80-\$55,891.20 Annually)

Definition

Under general supervision, perform specialized clerical work related to the preparation and processing of payroll and payroll related documents. Assist employees with payroll and personnel related questions and problems; perform related duties as required.

Distinguishing Characteristics

This class is characterized by responsibility to collect, verify, and submit payroll and personnel action documents and advise and orient employees of applicable benefit provisions consistent with established guidelines. The class is distinguished from the Office Assistant and Fiscal Assistant classes by its responsibility to be familiar with a wide range of pay and benefit provisions, rules, policies and procedures as they relate to County employment.

Examples of Duties

Duties may include, but are not limited to, the following:

1. Prepare, review, and verify documents relating to the computation, collection and submission of payroll and/or benefit transactions.
2. Explain applicable personnel and payroll rules and procedures to employees consistent with the County Personnel Rules, collective bargaining agreements, benefit plans, and other employment related guidelines.

3. Verify and adjust attendance records and time sheets. Reconcile payroll; perform research to determine if payroll errors occurred; prepare documents to correct payroll errors.
4. Calculate hourly rates, gross pay, overtime, differentials and other supplemental pay.
5. Orient new employees to departmental payroll procedures; provide required documents for completion of the hiring and enrollment process; arrange for pre-employment physicals, background checks, countywide orientation, and other processes required prior to hire.
6. Conduct research and prepare reports relating to employee payroll records as requested.
7. Keep records and files relating to employment transactions, calculations, and employment.
8. Operate computer and applicable software as well as a variety of other office equipment, to record, track, research, and prepare reports.
9. Identify potential payroll/personnel related problems and report to supervisory or management staff for further action.
10. Perform a variety of clerical support activities as required.
11. Provide vacation and temporary relief as required.

du/1-05

Representation Unit

Clerical

Salary Range

35

Minimum Requirements

Experience: Eighteen (18) months of full-time clerical experience where the primary duty involved performing **fiscal activities** including mathematical computations. **Experience should be clearly listed on the work experience section of your application.**

NOTE: Retail sales/cashiering or general clerical (e.g., typing, filing, data entry) experience is not considered qualifying.