

## **PAYROLL CLERK BILINGUAL**

Code No. 4-05-086  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a specialized clerical position involving the review of timecards/time sheets and the performance and maintenance of payroll functions. Employees process payroll manually and on a computer terminal and communicate with employees in the English and Spanish languages. The employee reports directly to, and works under the general supervision of a higher-level staff member. Supervision is normally not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs the following activities in the English and Spanish languages:

Reviews timecards/sheets, checking hours worked and hours missed due to leave, vacation, illness, compensation and tardiness;

Enters information from timecards onto payroll sheets and submits for approval;

Performs payroll processing duties such as calculating, data keying and balancing;

Furnishes copies of payroll to parties concerned;

Maintains payroll and personnel records on an automated data entry system;

Maintains and/or reviews attendance records for employees;

Notifies departments or Human Resources staff of any unusual personnel or payroll changes;

Distributes paychecks to employees on payday;

Explains payroll related information and options; direct deposit, timecard coding, and deferred compensation either by meeting with new employees or responding to inquiries;

Develops hand checks/on-line checks;

Provides information upon request regarding items such as worker's compensation and unemployment insurance;

Produces reports as needed for negotiations and analysis;

Develops spread sheet and database records;

Performs various other office duties as requested.

**WHEN ASSIGNED TO SCHOOL DISTRICTS:**

Reviews and processes computerized timesheets;

Handles retirement and insurance requests and explains provisions of the law; processes withholding statements and requests for deductions;

Assembles quarterly State and Federal Payroll tax reports;

Develops, maintains, verifies data, makes corrections to and distributes W-2 forms;

Establishes and deducts withholdings/garnishments required from various agencies;

Develops, maintains, corrects and submits reports for the New York State Retirement System and New York State Teacher's Retirement System.

**WHEN ASSIGNED TO MONROE COUNTY HUMAN RESOURCES DEPARTMENT:**

Balances employee time reporting against updated database to produce an accurate bi-weekly payroll;

Maintains personnel folders and updates information in personnel folders as needed;

Communicates discrepancies in personnel data to the personnel contact and the liaison of the affected county departments;

Responds to inquiries made by various departments and outside financial institutions;

Performs random timecard audits.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office practices, procedures, and equipment; good knowledge of proper payroll procedures; good knowledge of computer database systems; ability to use a calculator and other office equipment; ability to make accurate arithmetic computations; ability to communicate both orally and in writing in the English and Spanish languages; ability to interpret written materials; ability to work independently; ability to perform duties in a confidential manner; accuracy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent experience posting financial or accounting records, or entering and editing data on payroll records; OR,
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Accounting or Finance, plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State college or university with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** December 6, 2018