

Assistant Payroll Supervisor

Code No: 4-05-160
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in the operation of a large scale automated payroll system for a municipality or other civil division. The employee reports directly to and works under the general supervision of the Payroll Supervisor. Supervision may be exercised over a clerical staff in the Payroll Supervisor's absence. Does related work as required.

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

Assists in the preparation of automated municipal payrolls;

Communicates changes in health care, dental coverage and life insurance to employees;

Compiles monthly billing and pays premium charges for health insurance, dental insurance and flexible spending accountants;

Assists in the training of clerical staff and various departmental payroll staff in automated payroll procedures;

Works in coordination with Payroll Supervisor to plan, assign and supervise the work of a clerical staff;

Counsels employees and retirees concerning problems with health care, dental coverage and life insurance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of payroll procedures and practices; good knowledge of data processing applications for payroll; ability to understand and interpret payroll policies and procedures; ability to plan, assign and supervise the work of a clerical staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; initiative; physical condition commensurate with the demands of the position.

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

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years paid full-time or its part-time equivalent experience in posting and maintaining simple financial/accounting records, or in benefits administration, OR;

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent experience in the posting and maintaining of simple financial/accounting records, or in benefits administration, OR;

- (C) Six (6) years paid full-time or its part-time equivalent experience in the posting and maintaining of simple financial/accounting records, or in benefits administration, OR;
- (D) Any equivalent combination within the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 9, 1997