

PAYROLL CLERK I
PAYROLL CLERK II

DEFINITION

To perform a variety of clerical accounting duties in support of the City's payroll system; to process personnel transactions; and to prepare paychecks for City-wide distribution.

DISTINGUISHING CHARACTERISTICS

Payroll Clerk I - This is the entry level class in the Payroll Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Payroll Clerk I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Payroll Clerk II - This is the journey level class in the Payroll Clerk series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED:

Payroll Clerk I

Receives immediate supervision from assigned management or supervisory staff.

Payroll Clerk II

Receives general supervision from assigned management or supervisory staff.

May exercise technical and functional supervision over lower level staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Maintain City-wide payroll information by collecting, calculating and entering data; audit and process timecards; check payroll batches for system, data entry and/or contribution/deduction errors; process and sort paychecks for City-wide distribution.

Payroll Clerk I/II

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Update payroll records; calculate medical adjustments for new hires and/or changes in current employee's dependents; maintain payroll data logs.

Audit and process personnel transactions, including new hire paperwork, promotions, retroactive pay increases, and final paychecks.

Prepare monthly journal entries for City's utility bills.

Reconcile PERS file and schedule PERS retirement payment after each pay date.

Assist departments and employees by providing information and instructions; explain procedures and answer questions regarding payroll procedures; research and respond to payroll inquiries.

Complete Statement of Wages request forms related to Workers' Compensation injuries.

Sort, file and maintain files and records; alphabetize and file employer's copy of W-2 forms.

Balance statements for uniform services; post quarterly charges to employee's pay.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Payroll Clerk I

Knowledge of:

Basic payroll principles.

Modern office procedures, methods and computer equipment.

Basic methods of record keeping, including personal computer uses related to spreadsheet and database applications.

Basic mathematical calculations.

English usage including spelling, punctuation and grammar.

Ability to:

Learn to perform a variety of clerical payroll related duties.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for with staff.

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Accurately count, record and balance transactions.

Learn to apply applicable payroll laws and rules to specific situations.

Learn to use office equipment related to preparing paystubs.

Learn to operate a personal computer for data entry, inquiry, and report generation.

Maintain confidentiality of a wide range of sensitive information.

Make accurate mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relations with those contacted during the course of work.

Experience and Training

Experience:

No experience is required.

AND

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree; supplemental course work in accounting, bookkeeping, or related field is desirable.

License or Certificate

Possession of a valid California Driver's License by date of appointment.

Payroll Clerk II

In addition to the qualifications for the Payroll Clerk I:

Knowledge of:

Methods and practices of payroll and financial record keeping.

Applicable Federal, State, and local laws and regulations governing payroll, including contributions and deductions.

Ability to:

Independently perform difficult and responsible clerical work involving payroll and related record keeping.

Respond to and assist in resolving difficult and/or sensitive inquiries related to payroll and leave balances.

Interpret and apply City municipal codes, policies and procedures.

Experience and Training

Experience:

Two years of responsible experience performing duties comparable to that of a Payroll Clerk I in the City of Roseville.

AND

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree; supplemental course work in accounting, bookkeeping, or related field is desirable.

License or Certificate

Possession of a valid California Driver's License by date of appointment.

02-21-19

08-25-12 Payroll Clerk I/II

05-24-05 Payroll Clerk