

**DEPARTMENT:** WHERE APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 9, 1999

**PAYROLL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a very responsible clerical and accounting position which involves the verification and processing of assigned payrolls, personnel reports, and changes relative to the payroll process. Aside from the standard procedures, the involvement in the payroll process requires the incumbent to thoroughly understand the payroll process and the personnel records pertaining to payroll and to constantly be alert for discrepancies. The incumbent receives general supervision from a department administrator. There is little opportunity for independent judgment as the work must be performed in accordance with prescribed policies, procedures, and laws. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Completes and then checks for accuracy the assigned payrolls and time cards and/or time and attendance reports before submitting to the County Payroll Department and/or the Civil Service department when certification is required
2. Completes report of personnel change forms in accordance with Niagara County Civil Service Rules and forwards them to the Civil Service Office and the Payroll Department;
3. Submits required reports and forms for deductions including withholding tax, F.I.C.A., union dues, credit union, savings contributions, etc.;
4. When assigned, files report of personnel change forms, payroll reports, physical exam reports, applications, waivers, leave reports, and other personnel reports;
5. When assigned, maintains and posts to journals and spread sheets;
6. Maintains earnings records and reports for assigned employees according to established policy;
7. When assigned, maintains and submits required reports for Health Care, Unemployment Insurance, F.I.C.A., New York State Retirement, and Workmen's Compensation;
8. May assist in budget preparation with regard to employees' salary and associated costs including step increases, longevity, contract raises, etc.;
9. Issues employees' paychecks according to established policy;
10. Prepares and verifies salary and employment information for the Social Security Administration, New York State Retirement, the IRS, etc.;
11. Assists other clerical staff with various payroll deduction methods, terms and procedures;
12. Issues stop payment orders with banks regarding payroll checks;
13. Prepares and codes computer maintenance forms regarding changes in payroll data;
14. When assigned, may complete the entire payroll cycle beginning at data input, then production of the payroll, and finally the recording and reporting of payroll data using a computer software program;
15. When assigned, performs general office clerical functions such as answering phones, filing, duplicating, etc.;
16. When assigned, completes, submits, and maintains necessary paperwork in accordance with Civil Service canvassing and certification procedures for departmental appointments;
17. When assigned, maintains and routes employee evaluation forms in accordance with departmental procedures.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of accounting and office terminology, procedures and equipment; working knowledge of Federal and State forms along with the procedures and terminology associated with maintaining personnel records pertinent to payroll; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to complete clerical work with a high degree of accuracy; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma:

**AND:** Three (3) years of full-time, paid general office experience that involved the maintenance of financial records. Two (2) of the three (3) years experience must have involved the use of computerized data processing equipment to maintain financial records.