

# PAYROLL CLERK Tompkins County

**Classification:** Competitive

**Labor Grade:** 7

**Approved:** 0

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (b) Three years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

**NOTE:** Four credit hours in accounting at a regionally accredited or New York State registered college or university may be substituted for one year of experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work primarily involving responsibility for the receipt and processing of the information required to prepare payrolls but also involving responsibility for performing a variety of other clerical tasks. Work is performed under general supervision with incumbents being expected to independently perform most duties, referring only difficult or unusual problems to the supervisor. Does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Receives, balances and audits payroll time records;
- Types payroll information required and forwards for computer processing;
- Receives, sorts and distributes payroll checks;
- Posts rent payments;
- Prepares and processes payroll record changes such as health insurance, retirement, taxes, etc;
- Processes insurance claims;
- Prepares reports related to payroll, such as Social Security, W-2 statements, retirement, health insurance, etc.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of business arithmetic;
- Good knowledge of office terminology and procedures;
- Working knowledge of Federal, State, and local laws, rules and regulations regarding preparation;
- Ability to get along well with others;
- Ability to understand and follow written and oral instructions;
- Ability to type at an acceptable rate of speed on a typewriter and/or word processor;
- Physical condition commensurate with the demands of the position.