

CITY OF SALINAS

PAYROLL TECHNICIAN

BARGAINING UNIT/CLASS CODE:
CONF. MISC. / H23

DEFINITION

To perform a variety of specialized responsible, confidential and complex financial duties in the areas of payroll and benefit administration.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Accountant and/or the Finance Director.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform bookkeeping and accounting duties within the City's central accounting system in the area of payroll. Type and process a variety of documents including letters, memos, reports, statistical charts and forms. Perform specialized clerical duties as it relates to payroll. Review personnel actions for accuracy and completeness. Coordinate and schedule the processing of all newly hired employees. Update and monitor position control in accordance with city budget or council approval. Monitor employee leave balance report. Compile and verify information and data for basic statistical and financial reports. Answer employee's inquiries as it relates to payroll. Coordinate and schedule payroll meeting with Payroll Clerks. Update and print salary schedules. Update and print employee directories for distribution to departments. Assist Payroll Coordinator in processing payroll and performing other related payroll functions. Process employment verifications. Assist with Account Clerk II duties. Perform special assignments as requested. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Account record-keeping principles, practices and terminology. English usage, spelling, grammar and punctuation. Modern office procedures, methods and equipment. Appropriate laws, rules and regulations. Business arithmetic.

**CITY OF SALINAS
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Ability to:

Learn to use computer hardware and software to prepare general correspondence and statistical information. Maintain accurate and up to date records. Perform mathematical computations. Process detailed paper work in accordance with specific policies and procedures. Establish and maintain effective working relationships with City staff and the public. Deal tactfully and courteously with the public and other employees. Communicate clearly and concisely orally and in writing. Adhere to good bookkeeping practices and procedures.

Skills:

Type at a speed of 40 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school and two years of increasingly responsible payroll experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 10-92, REV: 2-94, REV: 8-05