

CLERK III - PAYROLLDEFINITION

Under general supervision of an administrator, to perform a wide variety of complex clerical work requiring specialized knowledge of payroll record keeping functions; and to do related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of difficult clerical and data entry work in support of the Payroll Department; organize, review and verify employee time cards and absence slips for accuracy and completeness; establish and maintain confidential employee records and files; process and enter employee voluntary and involuntary payroll deductions into a computerized payroll system; compile employee information from various sources to process subpoena of records, complete verification of employment, research employee retirement history and maintain wage garnishment records; receive and sort employee paychecks, W-2 statements and prepare payroll vendor billing; contact vendors and employees for clarification regarding invoices and payroll forms; order, receive and maintain office supplies and materials; type letters, reports, records and other materials; maintain manual and automated filing systems; compose, either independently or from oral instructions, letters and memoranda requesting or providing information about District activities and programs; make arrangements for meetings and conferences; compile statistical and financial data; may coordinate and supervise other clerical assistants; and perform related work as assigned.

QUALIFICATIONSKnowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; computer operations/word processing; and payroll accounting procedures, as required.

Ability to

Establish and maintain cooperative working relationships; apply judgment, discretion and initiative; understand and carry out oral and written directions; read and write at a level appropriate to the duties of the position; work independently with little direction; keep complex files and records; screen mail, telephone calls and visitors; make arithmetical computations; learn office automation applications and skills; and type at a net corrected speed of 50 words per minute.

Experience

Two years of progressively responsible general clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: March 13, 2007, effective April 1, 2007

Revised: June 15, 2023