

## **PAYROLL CLERK-TYPIST**

**JOB CODE:** 6906  
**LOCATION:** Tioga County Departments  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Grade VII  
**ADOPTED:** 10/01; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently processing payroll and maintaining related payroll records. The work also involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedure, and policies. The work is performed under general supervision allowing for the exercise of independent judgment in carrying out the details of the work. This position differs from Payroll Clerk in that an incumbent in this position spends a substantial amount of time typing. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Computes and makes appropriate payroll changes regarding hours worked, overtime, etc.;
- Enters payroll information on computer and forwards to the Treasurer's Office for check preparation;
- Verifies and posts salaries to appropriate accounts;
- Files absence slips, payroll masters, computer runs, and other records;
- Adjusts annual salaries for personnel in accordance with contract provisions;
- Prepares a variety of records and reports related to the payroll process;
- Working from rough draft OR from data personally developed, types data, form letters, memorandums, reports and other materials;
- Maintains personnel files;
- Attends meetings and conferences, takes minutes, prepares summaries of meetings;
- Answers telephone and written requests from employees concerning payroll related personnel matters and from the general public;
- Processes in-coming mail;
- Operates calculator, personal computer, copier, fax and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern methods used in maintaining and reviewing payrolls accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to type at a satisfactory speed; ability to write legibly; clerical aptitude; mental alertness; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience or its part-time equivalent involving typing and the maintenance of financial accounts and records; **OR**
- (b) Four years of full-time paid experience or its part-time equivalent as defined in (a); **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).