

**CLASS TITLE: PAYROLL CLERK I****BASIC FUNCTION:**

Perform responsible payroll clerical duties related to the preparation of payrolls for the District; process payroll and related records for classified, certificated or hourly employees as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Payroll Clerk I incumbents are assigned responsible payroll duties for specific payrolls such as classified and certificated payrolls. The Payroll Clerk II is assigned lead duties and provides training, guidance and work direction to assigned staff.

**REPRESENTATIVE DUTIES:**

- Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
- Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; answer phones.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.
- Type and file employee payroll data including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
- Operate standard office equipment including a computer terminal as required.
- Perform related duties as assigned.
- Principles and techniques involved in payroll preparation, monitoring and control.

**CLASS TITLE: PAYROLL CLERK I (cont'd)**

- Practices and procedures of payroll record-keeping and filing.
- Modern office practices, procedures and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.

**ABILITY TO:**

- Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
- Learn to interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for an assigned major payroll.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Operate standard office equipment including a computer terminal as required.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in payroll financial and statistical record-keeping.

My signature indicates that I have been made aware of my job description and I agree to perform the duties assigned to me.

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Date