

Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 07/09/2021

## **SENIOR PAYROLL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing moderately difficult clerical work in processing and preparing payrolls and maintaining financial records. The work requires the operation of a computer keyboard to enter payroll data into a computer, which produces the payrolls and payroll checks, and the verification of the accuracy of the computer printouts. The work is performed under the general supervision of an administrative superior, with leeway allowed for the exercise of independent judgement concerning routine matters and procedures. Supervision may be exercised over the work of others based on the organizational make-up where the position exists. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Utilizes Payroll Software (New World Systems) and maintains the data base of employee history;

Answers telephones and written requests from employees concerning payroll related matters;

Provides general administrative and clerical support including mailing, scanning, faxing and copying to management;

Prepares and modifies documents including payroll correspondence, reports, drafts, memos and emails;

Resolves payroll discrepancies by collecting and analyzing information, up to and including completing an Over/Under \$500 report;

Accurately gathers and posts employee payroll data;

Maintains all electronic and hard copy employee files;

Verifies employee time and payroll data from time sheets and other records;

Ensures all Payroll Hours Register have proper signatures upon submission;

Audits time sheet hours to verify attendance, hours worked and pay adjustments;

Enters Officer In Charge pay rates per pay period for Sheriff's Department;

Enters One Person Plow pay rates per pay period for DPW;

Performs worksheet calculations when processing wage garnishments and income executions;

Processes Direct Deposits;

Calculates and processes payroll deductions including deferred compensation, United Way donations, credit union deductions, union dues, retirement and taxes;

Prepares periodic reports regarding deduction authorizations and wage garnishments and ensuring all payroll mailings are out by appropriate deadline;

Prints, stuffs and issues paychecks;

Processes employment verifications;

Completes subpoenas and other forms from Lawyers, Disability Units, etc;

continued...

**TYPICAL WORK ACTIVITIES:** (cont'd)

Processes NYS Retirement System requests for past wages and time worked;  
Verifies wages for Social Security System;  
Processes Worker's Compensation paperwork, including C240 and Reimbursement Requests;  
Verifies and enter all donated leave time and Board Approved Sick Leave;  
Maintains employee records and 426's affecting employees status and deduction authorizations;  
Enters and maintains up to 1,000 seasonal student workers per year as new hires and rehires, this includes verifying addresses, social security numbers and other pertinent information;  
Enters and maintains new hire Board of Election inspectors and coordinators;  
Audits all Election Inspectors sign in sheets;  
Builds and maintains excel spreadsheets upon request.  
Ensures that all deadlines are met.

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

Good knowledge of the methods and procedures of processing and preparing payroll records and accounts; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; ability to operate a computer keyboard; ability to follow oral and written instructions; ability to make arithmetic computations rapidly and accurately, both manually and with a calculating device; ability to maintain payroll records and related reports; ability to plan and supervise the work of clerical employees engaged in payroll activities, if called for in the office organization.

**MINIMUM QUALIFICATIONS:** Candidates must meet minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree, including or supplemented by six (6) semester credit hours in accounting; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree, including or supplemented by six (6) semester credit hours in accounting, **AND** two (2) years of experience in preparation of payrolls and related records for a business or governmental agency, which shall have involved the operation of a micro-computer.
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of experience in preparation of payrolls and related records for a business or governmental agency, which shall have involved the operation of a micro-computer.

**NOTE:** Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/01/1988  
Revised: 06/07/1989; 07/19/1995; 12/20/2016; 07/09/2021