

## JOB DESCRIPTION

(Classified Employee)

Job Title: Payroll Clerk

Date: June, 1996

Job Code: 0334

### Statement of the Job

Employee performs complex clerical and bookkeeping work in a payroll office. Employee also performs various related clerical duties and prepares reports and audits. Work is performed according to well defined procedures.

### Duties of the Job

- \*1. Updates payroll records in the Personnel/Payroll data system and prepares payroll for computer processing.
- \*2. Enters data from personnel/payroll forms into the Personnel/Payroll data system.
- \*3. Answers questions about payroll matters which require limited policy interpretation.
- \*4. Files payroll records.
5. Reconciles payroll deductions.
6. Completes forms requiring payroll data.
7. Collects requests and may distribute payroll advances.
8. Reconciles bank statements.

Asterisked (\*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

(Classified Employees)

Job Title      Payroll Clerk

Job Code No. 0334

Wage Grade 13

Total Points

296

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Ability and knowledge to perform complex, difficult tasks.	4	144
2. Effort I. Mental and Visual Effort Continuous mental and/or visual effort for a sustained period. II. Physical Effort Light physical effort or significant manual dexterity.	3  2	24  20
3. Responsibility for Cost Control Damage or waste is possible but considerable attention and care can prevent loss.	3	24
4. Responsibility for Others I. Injury to Others Little or no action required to prevent physical injuries. II. Supervisory Responsibility No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff. III. Sensitive Information and Records Controls access to and processes sensitive information.	1  1  3	8  8  24
5. Working Conditions Frequent exposure to adverse stimulation which can result in some disagreeable working conditions.	2	20
6. Responsibility for External and Internal Relations Considerable external and/or internal contacts to carry out responsibilities.	3	24

