

PAYROLL/PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing the payroll and for preparing, processing and maintaining a variety of personnel related forms, documents and records for a municipality. The work is carried out in accordance with established procedures and involves specialized functions of varying complexity such as, but not limited to maintaining employee benefit records, preparing payrolls, and processing personnel transactions in accordance with various laws, regulations, and policies. Work is performed under the general supervision of a higher level employee or municipal official with leeway allowed in setting work priorities and carrying out work. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares and runs the municipal payroll;

Establishes and maintains personnel files and records;

Provides information to employees concerning a variety of areas e.g. fringe benefits, leave with and without pay, compensatory time or other aspects of employee benefit policies, civil service status, laws or rules, salary information, etc.;

Reviews, processes and may complete a variety of personnel transaction forms and maintains related records;

Maintains liaison with County Personnel Office concerning proper and legal course of action in civil service and personnel matters;

Reviews accounts, reports, vouchers, payrolls and other documents for completeness, accuracy and conformity with established procedures;

Advises employees on various aspects of health insurance, both verbally and in writing;

Maintains time and leave records for the municipality;

Verifies employee net earnings for pay period based on salary deductions;

Reviews payroll register to verify appropriate changes are made;

Sends copy of payroll to civil service for certification purposes;

Prepares annual salary and hourly rate tables;

Corrects payroll errors;

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Compiles fiscal data and assists in preparing reports for financial, statistical and budget purposes;

Utilizes electronic data processing equipment and other office equipment in the performance of duties and responsibilities;

Answers telephone calls and gives information on various matters;

Verifies payroll data prior to data entry.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of payroll administration; good knowledge of data processing practices in payroll processing; good knowledge of the procedures and practices of personnel and benefits administration; ability to comprehend laws, rules, regulations and procedures and to relate one to another and to general questions pertaining to them; ability to express oneself orally and in writing and to compose and write letters explaining personnel and payroll procedures; ability to establish and maintain cooperative working relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates degree and two (2) years of clerical experience in performing payroll work and related accounting, personnel or employee benefits activities; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience in performing payroll work and related accounting, personnel or employee benefits activities.

ULSTER COUNTY
4695 PAY/PER AS
Classification: Competitive
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Adopted: May 7, 1996
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