

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

Title: Payroll Assistant

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Unit: Office Technical

Job Code: J1270

07/2001

Original Date: 02/2017

Last Revision: Classified

FLSA status: Non-exempt

Salary Range: 19

### **DEFINITION**

Under direction of a Payroll Supervisor, perform a wide variety of routine clerical, accounting, and data input duties of above-average difficulty involving frequent contact with staff, financial institutions, and public agencies.

### **DISTINGUISHING CHARACTERISTICS**

This is the first level class of the payroll series. Positions allocated to this class are assigned duties involving the technical knowledge of the payroll databases, record keeping, and department procedures. Incumbents are assigned primary responsibility for maintaining records and input data and work closely with a Payroll Technician in an 'audit, check and balance' collaboration. Employees in the Payroll Technician classification perform difficult clerical duties in the preparation of district payrolls, including audits, reconciliation, and resolution of payroll records and payments. Payroll Technicians perform complex computations and prepare and input information to generate accurate employee payroll and enter adjustments and corrections as necessary. The Senior Payroll Technician is the lead position involving a greater degree of independent judgment, technical knowledge, and initiative with a minimum of supervision. A Senior Payroll Technician may also provide training and work direction to other classified staff in the department and maintain some database systems tables.

### **EXAMPLE OF DUTIES**

1. Conduct transactions with and provide payroll-related information to staff, public agencies, and financial institutions; respond to email queries.
2. Perform on-line transactions to initiate pay, update and maintain employee payroll records, and input related information to payroll databases, reports, records, and files.
3. Maintain employee payroll records and files, including deductions, W4s, TB tests, tax withholding exemptions, direct deposit authorizations, and time cards.
4. Process data from a number of sources to record and input for payroll department processes. Compile, verify, and record information. Prepare, monitor, and review reports to State agencies and district officials. Identify and refer matters to the assigned supervisor or manager in order of priority.
5. Evaluate and resolve a variety of issues related to the payroll assignment changes and retirement program changes. Examine, prepare, and coordinate subpoenas and other payroll materials for review and processing by Payroll Technicians. Provide checks and balances by reviewing and proofing data input from Payroll Technicians.
6. Prepare and maintain a variety of forms and reports including personnel/payroll records. Inspect files, records, reports, and databases for valid input; maintain records and files.
7. Perform clerical work, receive, open, stamp, distribute, and route mail; compose and prepare memos and correspondence independently or from oral instructions.
8. Operate a variety of office equipment, including calculators, fax machines, copiers, and computers and related software, including word processing, spreadsheet, and data base programs, as required.
9. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Applicable sections of California Education Code and local, State and federal laws.  
Arithmetic and basic mathematics.  
Basic principles of accounting.  
Business-related computer software, including word processing, spreadsheets, and databases.  
District organization, operations, policies, and objectives.  
District policies, rules, and procedures as applied to personnel records and payroll procedures.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, diplomacy and courtesy.  
Modern office practices, procedures, and equipment, including records maintenance, document processing, filing systems, telephone techniques, and correspondence and report writing.  
Oral and written communications skills.  
Record-keeping techniques.  
Technical aspects of district payroll system and databases.  
Telephone etiquette and procedures.

**Skills and Abilities:**

Communicate effectively with others both orally and in writing.  
Compose correspondence and other documents.  
Conduct research and prepare reports.  
Establish and maintain effective and cooperative working relationships with others.  
Exercise judgment and discretion in handling confidential and sensitive matters.  
Explain payroll-related information to employees clearly and accurately.  
Learn, interpret, and apply district personnel policies, procedures, laws, rules, and regulations.  
Lift and carry boxes and push and pull files weighing up to 35 pounds.  
Maintain confidential records and files.  
Make arithmetic calculations with speed and accuracy.  
Meet schedules and time lines.  
Operate a 10-key calculator quickly and accurately.  
Operate modern office machines and equipment, including computer hardware and software.  
Perform a variety of arithmetic calculations.  
Plan and organize work.  
Post data to electronic database accurately.  
Review data for comparison and reconciliation.  
Train and provide work direction to others.  
Type/keyboard at 30 words per minute.  
Understand and follow oral and written directions.  
Use computer applications, including word processing, spreadsheets, and databases.  
Work independently with little direction.

**Training and Experience:**

Any combination of training and experience equivalent to: graduation from high school and two years of increasingly responsible clerical and data input/keyboard experience using computers and database software systems.

**WORKING CONDITIONS****Physical Requirements:**

Category III

**Environment:**

Favorable, usually involves an office