

PAYROLL/BENEFITS CLERK **(GOWANDA SCHOOL)**

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for an automated payroll system, group insurance policies for hospitalization and workers compensation. An incumbent also performs other clerical tasks requiring the exercise of independent judgement and an understanding of school policies and procedures. The work is performed under general supervision with unusual problems referred to a supervisor before action is taken. Supervision of the work of others is not a responsibility of this position. A Payroll/Benefits Clerk (Gowanda School) does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews and analyzes school payroll reports for accuracy before extensions are made;
- Calculates individual and total departmental payroll hours paid;
- Calculates, processes and verifies payroll adjustments for individual employees;
- Reviews payroll expenditures in light of contractual provision governing paid leave and government regulations regarding overtime pay;
- Distributes and/or prepares a variety of reports associated with payroll deductions for retirement systems, union dues, check-off, Social Security, et cetera;
- Prepares extrapolations of proposed salary, retirement, and other employee benefit costs for purposes of management analysis during collective negotiations;
- Processes confidential back pay awards or settlements resulting from litigation, arbitration, or mutual agreements involving labor relations issues;
- Provides information concerning health insurance, workers compensation and unemployment benefits;
- Reviews and verifies data on insurance application blanks submitted by employees and forwards applications to insurance companies;
- Makes changes, additions and deletions to maintain current records of insurance in effect and assure correct billings;
- Types a variety of records and reports, and checks for clerical accuracy, completeness, and proper extension;
- Operates electronic data processing system to process records and report data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking payroll and benefits records; good knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to maintain confidentiality; ability to understand and carry out oral and written directions; ability to make arithmetic computations accurately; ability to write legibly, ability to type and operate data entry machines accurately at a satisfactory rate of speed; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS AND EITHER:

A) Graduation from a regionally accredited or NYS registered college or university with at least an associate's degree **AND** one year of clerical experience involving the maintenance and checking of payroll and/or benefits records which shall have included utilization of personal computer equipment.

OR

B) Graduation from high school or possession of a high school equivalency diploma **AND** three years of clerical experience involving the maintenance and checking of payroll and benefits records at least one of which shall have included utilization of personal computer equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/18/03