CLASS SPECIFICATION

PAYROLL/PERSONNEL CLERK

DEFINITION

Under general supervision, in a large, complex department, performs technical duties to generate payroll and personnel transactions for submission to the comptroller and central personnel division; assists with development of payroll portion of the annual budget; advises administrative staff regarding payroll and personnel information; interprets bargaining unit contracts for employees and supervisors, coordinating with County Human Resources when necessary; updates database information and generates reports; maintains department personnel files; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time progressively responsible clerical experience, including at least one year of full-time experience performing detailed record keeping work; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

None

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Prepare, generate, and edit bi-weekly payroll transactions for submission to the County Comptroller.

Review timecards for proper completion, accuracy, and requisite documentation.

Review documents, including documents specific to the department, to identify the information that needs to be encoded into system.

Calculate regular, overtime, holiday, incentive, and other components of pay.

Generate personnel actions, including merit salary increases, new hires, name and address changes, tax withholding changes, and beneficiary changes for submission to County Human Resources.

Audit personnel transaction forms for completeness and accuracy.

Interpret and enforce a variety of labor contracts, County Codes, and labor laws for supervisors and employees, coordinating with County Human Resources for advice and consultation as necessary.

Establish and maintain department personnel files and employee records, maintaining proper security for the information contained in the files.

Generate employee evaluation reports for supervisors, ensuring that evaluations are completed in a timely manner.

Track work related injuries, ensuring that documentation and paperwork is properly completed, coordinating with the County Risk Management Office as necessary.
Coordinate annual physical examination schedules for department staff, notifying staff of examination dates and times verifying that examinations are taken.

Maintain and update a computer database and generate reports as needed.

Assist with the department budget process, developing information for personnel related costs and verifying budget information upon completion.

Provide health insurance information to department staff.

Develop personnel cost projections for grant funded positions.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Knowledge of the Washoe County Merit Personnel Ordinance and labor contracts.

Department policies and procedures.

Computer software used by the department to which assigned.

A variety of personnel, payroll, and labor related codes and ordinances including the Fair Labor Standards Act, PERS, and NRS.

Washoe County payroll and personnel procedures.

**Ability to:**
Interpret and analyze a variety of codes, ordinances, and labor contracts.

Develop and institute procedures for maintaining payroll and personnel records and information.

Skillfully use department computer software related to job assignments.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Modern office methods and procedures, including payroll and personnel record keeping techniques.

Mathematics.

Personal computers and software.

Office equipment.

**Ability to:**
Read and interpret a variety of information and material.

Work under time deadlines.

Operate a computer and use work related software.
Perform mathematical calculations with speed and accuracy.

Operate and use a variety of office equipment.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with department staff, representatives of other departments, the public, and all contacts.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Stooping, kneeling, and reaching often required during the performance of work assignments. Ability to lift and move objects weighing up to 25 lbs. Ability to use computer, copying machines, and office equipment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved _____ WERCCS Job Evaluation Committee _____ Date _________