PAYROLL TECHNICIAN I

DEFINITION

Under supervision, performs routine technical duties to generate payroll for county employees; provides guidance to department payroll/personnel clerks; updates and maintains employee master files; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience performing computerized payroll or technical bookkeeping duties; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

None

DISTINGUISHING CHARACTERISTICS

This is the trainee class in the Payroll Technician class series, which incumbents may occupy until they meet the minimum qualifications for the Payroll Technician II (journey level) and are recommended for promotion by the appointing authority. This classification is assigned to the Comptroller’s Office and is responsible for performing routine technical duties.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

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

Process bi-weekly Washoe County payroll and bi-weekly payroll for other entities, as required.

Enter, maintain and verify accuracy of employee master files; coordinate with department personnel representative and Human Resource Department to ascertain data is correct; make revisions as necessary.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies.

Maintain and reconcile a variety of ledgers, reports, and accounting records.

Coordinate with county employees and department payroll representatives and provide direction on proper coding and time reporting.

Process, sorts and verify payments to vendors; generate journal entries and match back-up documents with funds distribution.

Audit data entry for completeness and accuracy.
Read and understand basic association agreements, codes, laws, and regulations related to payroll to ensure compliance.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

**Knowledge of:**
County codes, policies, and procedures related to Human Resources and Payroll.

Department policies and procedures.

Bargaining unit contracts relative to area of responsibility.

Washoe County payroll processing and reconciliation procedures.

Extensive knowledge of computer software used for Human Resources, time entry and payroll processing.

Federal and State laws, rules and regulations governing complex payroll in a governmental entity with multiple bargaining units including special FLSA rules for public safety.

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

Accurately process payroll activities in a timely manner.

Complete complex mathematical calculations quickly including creating and using Excel models.

Communicate with customers, internal and external, in a clear, concise, effective and tactful manner.

Evaluate procedures, systems and processes for effective and recommend improvements.

Conduct complex research and testing assignments.

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

**Knowledge of:**
Basic bookkeeping and accounting practices.

Principles and methods of financial and statistical record keeping.

Computerized payroll software or complex accounting software.

Office methods.

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

Handle multiple priorities and tasks.

Reconcile payroll and/or financial records.

Work under strict time deadlines.
Operate a computer and other 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.*