

**Classification Title: Payroll Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Responsible for the accurate and timely completion of payroll processing tasks, preparation of funding, reconciliations and related reports and responding to inquiries related to payroll processes and procedures.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Calculate and enter payroll data to include wages, garnishments, military pay workers' compensation, levies, educational reimbursements, and process supplemental checks.
2	S	Verify timesheets for accuracy and process.
3	S	Maintain County and employee payroll records.
4	S	Assist with special payroll projects and maintain documentation of payroll processes and procedures and recommend changes.
5	S	Respond to employment verifications and manage payroll files.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Associate's degree in Accounting or Business or related field.
Experience	Two years of experience in payroll administration.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives general direction.
Budget Responsibility	Responsible for monitoring budget expenditures.

Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contact may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer and ten key calculator.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

None.