



CLASS SPECIFICATION

Class Code: 60000513
Date Established: 04/1989
Last Reviewed: 04/2023
Last Revised: 04/2023
Last Title Change:
FLSA: non-exempt
Probation: 6 months

PAYROLL/PERSONNEL CLERK

DEFINITION

Under general supervision, performs technical duties to generate payroll and personnel transactions; 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

A valid driver's license may be required at the time of appointment.

Licensure as a Notary Public may be required within six months of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

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.

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

Accurately encode 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.

Present new hire orientation paperwork to individuals and large academy groups.

Track work related injuries, ensuring that documentation and paperwork is properly completed, coordinating with County Risk Management.

Coordinate annual physical examination schedules for department staff, notifying staff of examination dates and times, and verifying that examinations are taken. Track all completed and incomplete physicals through health provider reporting system.

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.

Review policies and procedures for accuracy and recommend changes. Advise administrative staff regarding payroll/personnel information.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Washoe County policies and procedures related to Human Resources and Payroll.

Collective bargaining agreements relative to area of responsibility.

Department policies and procedures.

Software specific to area(s) of assignment.

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

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.

Effectively present information to large groups for new hire orientation.

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

Knowledge of:

Modern office equipment, methods, and procedures, including payroll and personnel record keeping techniques.

Basic mathematical concepts and skills.

Microsoft Office Suite applications and standard computer software

Ability to:

Read and interpret a variety of information and material.

Perform mathematical calculations with speed and accuracy.

Plan and prioritize workload to meet schedules and strict timelines.

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 work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs.

Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines.

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