



Payroll Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PAYROLL ASSISTANT	1290	A13	\$35,439 - \$52,388

GENERAL DESCRIPTION

Performs entry-level payroll processing work involving assisting with payroll preparation and maintaining payroll records. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Compiles payroll data.

Enters, updates, and retrieves information from various automated, human resources, and/or payroll systems.

Distributes paychecks and statements of earnings and deductions.

Answers basic questions and resolves routine issues related to payroll processing.

Participates in the reconciliation of timesheets.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in payroll processing work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state governmental accounting; generally accepted accounting principles and procedures; office practices; governmental regulations applying to accounting records; and state and federal payroll rules, regulations, and laws.

Skill in using a computer and applicable software.

Ability to maintain confidential and sensitive information, to review payroll accounting records, and to communicate effectively.