



Payroll Assistant

Salary Group: A13

Class Code: 1290

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PAYROLL ASSISTANT	1290	A13	\$29,439 - \$46,388
PAYROLL SPECIALIST I	1291	B15	\$32,976 - \$52,045
PAYROLL SPECIALIST II	1292	B17	\$36,976 - \$58,399
PAYROLL SPECIALIST III	1293	B19	\$42,244 - \$68,960
PAYROLL SPECIALIST IV	1294	B21	\$48,278 - \$78,953
PAYROLL SPECIALIST V	1295	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs entry-level payroll processing work. Work involves assisting in processing payrolls 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.

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

May assist in reconciling 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, and governmental regulations applying to accounting records; and of 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.