



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 371.1

Job Title: **PAYROLL CLERK**

Pay Grade: 9

### **GENERAL SUMMARY:**

Processes time records, compiles payroll statistics and performs other payroll functions as directed.

### **RESPONSIBILITIES:**

- Creates new hire records determining name, rate of pay and classification from data provided by various sources.
- Computes differential pay according to City policy.
- Compiles and prepares payroll data such as sick and vacation leave.
- Posts calculated data on payroll sheets, showing employee names, working hours, overtime earnings and exceptions.
- Prepares and inputs authorized automatic pay increase data in accordance with City policy.
- Maintains required payroll files and records.
- Prepares and processes various payroll forms.
- Acts as a section timekeeper.
- Uses CRT and computer to input, retrieve or display payroll information.
- Performs other duties as necessary.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

#### **EXPERIENCE:**

Six months of clerical/cashier experience is required.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Payroll Clerk  
Senior Payroll Clerk  
Payroll Supervisor

*Effective: October 1990*

*Revised: June 1991*