



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 371.7

Job Title: **CENTRAL PAYROLL CLERK**

Pay Grade: 12

### **GENERAL SUMMARY:**

Provides entry-level processing of payroll data for Central Payroll. Performs accounting and balancing of personnel payroll matters for all City departments, compiles payroll statistics and performs other payroll functions as directed.

### **RESPONSIBILITIES:**

- Assists in maintaining and distributing required payroll files, records and reports.
- Assists in the administration of the City's child support program. Sets up and monitors deductions and prepares vouchers for payment to the courts.
- Performs data entry activities for personnel actions initiated by City departments; enters exceptions to payroll.
- Responsible for the processing of manual payroll checks.
- Balances deduction reports and prepares payment vouchers for all employee deductions.
- Prepares, issues and maintains forms/information for tax reporting purposes.
- Reviews personnel action entries made by departments.
- May handle inquiries from departmental payroll representatives.
- Reviews and processes various payroll forms such as supplemental check requests.
- Maintains records on employees on injury leave (Worker's Compensation) and monitors departmental processing of salary continuation.
- Reviews payroll edit (system-wide/city-wide) and makes corrections as necessary.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED. Knowledge of personal computers is preferred.

#### **EXPERIENCE:**

One year of payroll/payroll-related experience is required, preferably with at least six months in a City department.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. 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:**

Central Payroll Clerk  
Senior Central Payroll Clerk  
Central Payroll Supervisor

*Effective Date: June 1991*

*Revised Date: July 1999*