



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 371.2

Job Title: **SENIOR PAYROLL CLERK**

Pay Grade: 13

GENERAL SUMMARY:

Provides complex processing of payroll, P.D. Form 201's, retirement applications and clerical accounting activities. Compiles payroll statistics and data from above for management reports. Processes and communicates benefit procedures and policies to employees. Responsible, directly or through lower level payroll clerks, for processing all changes in department employee payroll status.

RESPONSIBILITIES:

- Prepares and monitors general payroll and P.D. Form 201 activities, procedures and various reports for compliance with city ordinances, policies and procedures.
- Maintains department personnel/payroll records and prepares related reports.
- Answers employees' payroll, personnel, retirement, worker's compensation and/or benefit inquiries.
- Resolves payroll check discrepancies and/or P.D. Form 201 discrepancies. Confers with employees when special payroll problems occur.
- Performs data entry activities to update records.
- May process retirement applications.
- May calculate and post department employees' earnings, including overtime, shift differentials, deductions and exemptions.
- May assist in distribution of paychecks.
- Reconciles payroll and accounting reports.
- May train timekeepers/payroll clerks in maintaining records.
- Processes payroll wage statements as required.
- Performs other duties as necessary.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Two years of payroll/payroll-related experience are required.

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 close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

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 Date: October 1990

Revised: July 1999