



## **Office Asst 4 / Dist Payroll**

### **Purpose Statement**

The job of Office Asst 4 / Dist Payroll is done for the purpose/s of providing clerical support for District Payroll Coordinator and the District Benefits Lead Coordinator; compiling data and preparing reports and spreadsheets; providing information for other staff members and requested; and performing data entry tasks.

This job reports to District Coordinator Payroll

### **Essential Functions**

- Assists with organizing a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Assists with the processing of payroll and benefit documents (e.g. new enrollment packets, change forms, open enrollment forms, etc.) for the purpose of providing documents to vendors and employees in a timely manner.
- Assists in researching discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing as requested.
- Assists with processing time sheets as needed for the purpose of ensuring that timely payments are made.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles detailed reports for payroll, benefits and personnel information related to work assignments for the purpose of providing required documentation and/or processing information.
- Completes employment verifications from outside sources in a timely manner (e.g. reporting pay, working dates, etc.) for the purpose of assisting employees needs for employment verifications.
- Performs a variety of office support staff activities (e.g. communications, copying, faxing, mailings, correspondence, etc.) for the purpose of providing employee information, office support and ensuring the efficient and effective functioning of the work unit.
- Prepares sick leave reporting for the purpose of providing written support and/or conveying information.
- Processes, reviews and verifies the sick leave data for all District employees for the purpose of the accurate reporting of all absences.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; computer skills; typing 40 wpm; attention to detail; organization; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District personnel, benefits and payroll processes; pertinent codes, policies, regulations and/or laws relating to payroll and benefits; and District software systems.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: process and input data; communicating verbally and in written format with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

Payroll and Benefits Policy Procedures District software system

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 4