

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Payroll Assistant I

II. **Definition**

Under general supervision by the Payroll Manager, the Payroll Assistant performs accounting and clerical work in the preparation and maintenance of Payroll and Employee Benefits administration for certificated and classified employees; work as required including a variety of average difficulty routine payroll office tasks; and other related work consistent with the job description.

III. **Examples of Duties**

Maintain and enter payroll data through the use of a computer terminal; maintain, organize and adjust payroll deductions for classified and certificated employees; make corrections, adjustments, and calculations for regular monthly and other payrolls; maintain controls and balance records in preparation for payroll; communicate with school site employees and District personnel and representatives of other public agencies; operate various office machines, including scanners, calculators, computer terminal and other office equipment.

Filing of all types of payroll records; alphabetizing time sheets and absence reports; copying records and documents; serving as a telephone back-up to other payroll office personnel; light typing (envelopes, forms, labels and short routine memorandums/letters); checking time sheets and absence reports for completeness and accuracy; distributing mail, data processing reports and other payroll documents; responding to routine questions and requests for forms by employees and visitors to the payroll office.

IV. **Distinguishing Characteristics**

This is the normal entrance level position for payroll office employees who may not have previous payroll experience. A Payroll Assistant is able to perform difficult tasks, keeping payroll records, making mathematical calculations with speed and accuracy. Persons in this class perform duties such as assisting employees filling out applications and answering or referring questions as necessary to appropriate personnel. The importance of accuracy is a key factor in this position along with independent problem solving skills related to records maintained and procedures followed in the department.

V. **Employment Standards**

A. **Knowledge of:**

Basic accounting; methods, practices and terminology used in accounting and financial recordkeeping procedures and policies related to payroll and data processing;

Correct English usage, spelling, grammar, punctuation and vocabulary.

B. Ability to:

Efficiently operate office equipment including computerized filing systems;
computer terminals;

Learn basic payroll methods and procedures;

Perform mathematical calculations with speed and accuracy;

Read and interpret computer printouts and related payroll documents;

Create and manipulate spreadsheets and other software applications;

Perform difficult clerical work efficiently and accurately without constant
supervision;

Work efficiently in meeting established deadlines;

Take responsibility for accurate and complete records and reports;

Meet the public tactfully and courteously to establish and maintain
cooperative and effective working relationships;

Understand and carry out oral and written instructions;

C. Education/Training/Experience:

Completion of 12th grade or equivalent, or any combination of education,
experience and training which meets or exceeds the standards of
knowledge, skills and abilities listed above. Education or experience in
accounting is preferred or related fields.

D. Licenses/Certificates:

Valid California Driver's License.

VI. Specific Qualifications

Passage of the District clerical test and computer test.

Must type 35 WPM.

Date: June 2, 2005

Range: 21a \$ 27,269.28 - \$ 33,115.68

Category Code: _____