

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Personnel/Payroll Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resources Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OTBS
<b>REVISED:</b>	February 5, 2003		

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**BASIC FUNCTION:**

Perform a variety of complex and technical clerical duties related to the generation of accurate and timely pay warrants for certificated and/or classified employees throughout the district.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Perform any combination of the following duties: process and prepare documents to update the employee data base including employee work assignments, deductions from pay and required personal data. **E**

Assist Payroll Technicians by gathering, reviewing, and correcting time sheets, time cards, absence cards, data processing printouts, and other documents. **E**

Receive and make employee contacts to obtain or verify required personal data and to answer questions regarding pay warrants contacts employee's supervisor regarding employee assignments, budget verification, and other data. **E**

Complete special projects including research of earnings for current and former employees; codes and inputs data for regular and hourly employees including required and voluntary deductions such as STRS, PERS, taxes, insurance costs, savings, tax sheltered annuities, organization membership fees, and others. **E**

Maintain logs of all information submitted to Information Services Bureau for maintaining current employee data base and edits data processing printouts to ensure accuracy. **E**

Receive, sort, and distribute incoming mail including time sheets, time cards, deduction change cards, leave cards, assignment authorizations, and numerous other forms and documents. **E**

Answer questions regarding payroll processing and explains district regulations, policies, and procedures. **E**

Prepare reports for specific activities as assigned. **E**

Compose and type letters, memos, forms, and other documents. **E**

May contact local and state retirement offices to report changes in employee status.

May substitute at other desks to perform duties of Payroll Technician, secretary, or receptionist for short periods of time. **E**

Operate on-line data terminals to review and add or delete a variety of data required for accurate and timely pay warrants. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to two years of full-time equivalent, paid, increasingly responsible office-clerical experience, preferably including tasks requiring computational skill.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.  
Oral and written communication skills.  
Reading and writing English communication skills.

**ABILITY TO:**

Rapidly learn pertinent district payroll policies and procedures; computational  
Learn the operation of basic on-line data terminals.  
Review large quantities of forms, data printouts, and other documents under pressure of time and to make necessary corrections.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting [or standing] for extended periods of time; dexterity of hands and fingers to operate [tools and equipment, a computer keyboard and other office equipment]; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light [heavy] objects.