



CLASS SPECIFICATION

Class Code: 60000514
Date Established: 03/2001
Last Reviewed: 09/2021
Last Revised: 09/2021
Last Title Change: 04/2013
FLSA: Non-exempt
Probation: 12 months

PAYROLL TECHNICIAN I

DEFINITION

Under direct supervision, performs routine technical duties to generate payroll for County employees; provides guidance to department payroll/personnel clerks; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience performing computerized payroll or technical bookkeeping duties, including proficiency of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum); OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Payroll Technician classification series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This classification is assigned to the Comptroller's Department and is responsible for performing routine technical duties. This classification is distinguished from the Payroll Technician II in that the latter performs a broader range of assignments with greater independence and decision-making responsibilities.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Process bi-weekly Washoe County payroll and bi-weekly payroll for other entities, as required.

Enter, maintain and verify accuracy of employee master files; coordinate with department personnel representative and Human Resource Department to ascertain data is correct; make revisions as necessary.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies.

Maintain and reconcile a variety of ledgers, reports, and accounting records.

Coordinate with County employees and department payroll representatives and provide direction on proper coding and time reporting.

Process, sorts and verify payments to vendors; generate journal entries and match back-up documents with funds distribution.

Audit data entry for completeness and accuracy.

Read and understand basic association agreements, codes, laws, and regulations related to payroll to ensure compliance.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County codes, policies, and procedures related to Human Resources and Payroll.

Department policies and procedures.

Bargaining unit contracts relative to area of responsibility.

Washoe County payroll processing and reconciliation procedures relative to area of responsibility.

Computer programs and software specific to the assigned responsibilities and duties.

Ability to:

Interpret and apply a variety of codes, ordinances, and labor contracts.

Accurately process payroll activities in a timely manner.

Complete basic mathematical calculations quickly including using Excel models.

Communicate with customers, internal and external, in a clear, concise, and effective manner.

Evaluate procedures, systems and processes for effective and recommend improvements.

Conduct basic research and testing assignments.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic bookkeeping and accounting practices.

Principles and general methods of financial and statistical record keeping.

Computerized payroll software or complex accounting software.

Microsoft Office Suite applications and standard computer software applications.

Standard office methods and procedures.

Basic mathematical concepts and skills.

Ability to:

Read and interpret a variety of information and material.

Reconcile general payroll and/or financial records.

Plan and prioritize workload to meet schedules and strict timelines.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with department staff, representatives of other departments, the public, and all contacts.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Stooping, kneeling, and reaching often required during the performance of work assignments. Ability to lift and move objects weighing up to 25 lbs. Ability to use computer, copying machines, and office equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.