

# STOCKTON UNIFIED SCHOOL DISTRICT

## Payroll Technician

### **DEFINITION**

The Payroll Technician will perform a variety of clerical and technical support to the Payroll Department to assure District employees are paid in an accurate and timely manner; prepare letters, assist at the payroll window, serve as backup for the Payroll Hotline, maintain supplies and perform other clerical duties as necessary.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Payroll Operations Manager.

### **REPRESENTATIVE DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). 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.**

Perform responsible clerical work related to the preparation of correspondence that needs to be sent on behalf of the Payroll Department to all Certificated and classified personnel; receive and distribute all departmental mail. Maintain departmental calendars. (E)

Responsible for coverage of the Payroll window and serve as back up on Payroll hotline. (E)

Review paperwork received for accuracy and completion. Date stamp all paperwork received into the department. Alphabetize, sort, audit for completion, and distribute all timesheets for both Classified and Certificated employees. Assist with coding timesheets if necessary to meet payroll deadlines (E)

Assist District employees with questions in regards to the completion of forms necessary to the activation of a variety of voluntary deductions; electronic deposit and W-4 forms (E)

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software. (E)

Prepare and maintain a variety of files related to salary overpayments, and miscellaneous payroll records. (E)  
Receive, sort and distribute warrants according to established procedures and guidelines.

Maintain regular and prompt attendance in the work place.

Perform related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Preparation and processing of payroll information.
- Payroll policies and procedures.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- District organization, operations, policies and objectives.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.

Ability to:

- Perform responsible clerical and technical work related to the preparation of District payroll for certificated and classified personnel.
- Prepare time sheets for payroll process.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

Education and Experience:

Any combination of education, training and/or experience equivalent to graduation from high school and minimum of one year payroll experience.

**WORKING CONDITIONS:**

Environment:

Indoor work environment.

Physical Demands:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Salary Placement

CSEA 821

Range 38 (\$2,964 - \$3,601)

12 Month Work Year

CSEA 821 Approval: 11/8/17

Personnel Sub: 12/05/17

Board Approval: 12/12/17