



## Job Description

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**POSITION TITLE:** Payroll Technician #2452  
Business Services

**SALARY PLACEMENT:** Classified/Confidential Supervisory Salary Schedule  
Range 2

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess High School Diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in payroll or general accounting obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature. Two years of increasingly responsible payroll/accounting experience.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Knowledge of principles, practices, and procedures of payroll and accounting; modern office practices and procedures; data processing; proper English usage; basic knowledge of laws pertaining to payroll; good record-keeping techniques. Experience in a school district or county office of education.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of: Principles, methods and practices of financial record-keeping, payroll and employment contracts. Federal and State laws, California Education Code, department policies and procedures relative to salary administration. Modern office automation procedures and practices. Proper English usage, spelling, grammar and punctuation. Ability to apply laws, policies, and contract provisions pertaining to payroll procedures. Analyze situations accurately and adopt an effective course of action. Analyze complex financial data and prepare accurate records and reports. Performs payroll-related duties requiring independent judgment and initiative under the stress of strict deadlines. Performs calculations and post data accurately. Responsible for ensuring that assigned tasks are completed within time or reporting deadlines. Operate computer equipment and standard office machines. Communicate clearly and concisely both orally and in written form. Maintain a positive and effective working relationship with employees and others in the course of work. Perform clerical work of above-average difficulty with minimum supervision. Maintain accurate files and records. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under limited direction of management personnel, performs complex payroll computations, accounting and clerical duties related to the issuance of regular and supplemental payrolls. Utilizes independent judgment and problem-solving skills in relation to assigned areas of responsibility. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Assist with processes and reconcile regular and supplemental payroll by entering codes and data information into appropriated computer screens; update information as necessary.
2. Maintain accurate and organized employee scanned payroll files.
3. Maintain appropriate payroll reports in accordance with accepted accounting procedures, including retirement and unemployment reports.
4. Assist with reconciling payment of federal and state taxes, Social Security and other payroll-related deductions.
5. Assist with preparing accurate and legally correct financial reports; state and federal and retirement; in-house reports, as required; and submit to appropriate agencies in a timely manner.
6. Reviews payroll output for accuracy.
7. Process and reconcile payroll eligibility reports and payments.
8. Sort, file, copy and distribute necessary payroll materials.
9. Explain policies and procedures, collective bargaining contracts and agreements and other rules, laws, contracts or procedures to employees and others.
10. Perform a variety of clerical duties related to the human resources and payroll functions, develop and maintain payroll-related forms; compose and type letters, and other documentation as directed.
11. Prepare employee notifications including employment verifications as necessary.
12. Serves as clerical and technical support to the managers of the department.
13. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.