

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PAYROLL TECHNICIAN I

BASIC FUNCTION:

Under general direction of the Director, Fiscal Services, performs a variety of payroll department operations and records.

DISTINGUISHING CHARACTERISTICS:

The Payroll Technician I classification is the entry level classification in the payroll series and performs responsible payroll functions of average difficulty. Incumbents assigned to this classification are required to exercise independent judgment over an established payroll function.

REPRESENTATIVE DUTIES:

1. Performs technical payroll operations including payroll audits
2. Prepares specialized reports
3. Assists in resolving technical payroll accounting issues
4. Maintains daily payroll processing as assigned to meet regular payrolls
5. Organizes and maintains payroll record information for classified and certificated personnel
6. Attends county payroll meetings
7. Assists in reviewing basic payroll data from county data processing and checks the established basic records
8. Assists in reconciling and paying all voluntary deductions
9. Receives proper forms from personnel office supervisors and individuals authorizing payroll actions, such as, employment and termination, change of status, tax deductions and leaves without pay
10. Assembles and maintains a variety of records, reports, documents, and files
11. Distributes payroll warrants and W-2 forms
12. Greets visitors and provides answers to routine payroll questions
13. Performs other related duties as assigned

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Office practices and procedures, including modern methods of financial and statistical record keeping
- Administrative and county computer applications
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary

ABILITY TO:

- Learn specific public laws, school district regulations, and procedures relevant to the duties required
- Perform moderate to difficult clerical work without continuous supervision
- Effectively and efficiently use technology in support of payroll and office functions
- Understand and follow oral and written directions
- Type at 40 net wpm from clear copy
- Create electronic spreadsheets using current computer software
- Proficient with a 10-key calculator
- Take direction and work confidentially with discretion
- Establish and maintain cooperative and collaborative working relationships
- Maintain interpersonal skills using tact, patience, and courtesy
- Be a flexible, resourceful, and creative problem solver

EDUCATION AND EXPERIENCE:

- Graduation from high school and one year of training and/or coursework in accounting and applications, preferably in payroll
- Two years of recent, responsible experience in school district payroll services and/or other payroll accounting operations is desirable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop; kneel; crouch or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate. It is a typical office environment that is subject to tight deadlines.

SALARY RANGE: 57

ADOPTED BY PERSONNEL COMMISSION: October 10, 2007

APPROVED BY BOARD OF EDUCATION: November 13, 2007