

CLASSIFIED JOB DESCRIPTION

PAYROLL SPECIALIST I

JOB SUMMARY:

Under general supervision, performs office clerical duties according to specific routine procedures and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Sorts/Calculates/Computes/Processes certificated, classified, and non-contract time cards, holiday payments, out-of-classification payments, etc.
- Processes voluntary deductions, i.e. tax sheltered annuities, credit unions, Chula Vista Educators, Association of California School Administrators, and United Way.
- Establishes/Sets up/Assigns IRC 125 deductions.
- Researches workers compensation, Public Employees Retirement system, unemployment reports, benefit audits and subpoenas.
- Prepares forms regarding home loans, welfare, low income housing, and W-2 duplicates
- Files/Maintains file folders on all employees and all records contained within.
- Assists/Answers inquiries from district employees and outside agencies.
- Sorts/Distributes warrants.
- Direct deposits.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience.
- Ability to understand and follow oral and written directions. Clerical aptitude and ability to work effectively with others.
- Knowledge of basic office methods and procedures and the operation of computers and simple office machines.
- High school diploma or GED is required.

Classified Salary Schedule: Range 29
BOARD APPROVED: 03/28/00
 03/07/18
REVISION DATES: 07/16/23
 08/09/2023