

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** PAYROLL CLERK

**TITLE #:** 1458

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for preparation and completion of payrolls and related clerical duties. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Work is performed under general supervision in accordance with well-defined and established procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares payroll from time sheets;

Computes and verifies accuracy of computations for overtime wages and deductions;

Verifies time, attendance, sick leave balances and various reports;

Prepares and distributes payroll checks;

Operates calculator, computer and other office machines;

Performs various clerical tasks that may include typing, posting, indexing, filing and sorting;

May balance accounts and prepare bank deposits;

May assist in maintaining personnel records and operational cost records;

May verify and reconcile account balances according to a prescribed procedure.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of payroll procedures; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; working knowledge of Federal, State and local laws, rules and regulations with respect to payroll preparation; ability to make accurate computations; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and databases; ability to understand and follow oral and written instructions; ability to deal effectively with others; courtesy; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**(A)** Completion of 30 credit hours; OR

**(B)** Graduation from high school or possession of a high school equivalency diploma and one (1) year total combined work experience (work experience may include combined part-time employment).

**NOTE:** Computer literacy will be evaluated during the probationary period.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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**PAGE:** 2

**JURISDICTIONAL CLASS:** Competitive when full-time, Non-Competitive when part-time in school districts.

**REVISED:** 09/08/23 Id