

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

**CLASS TITLE:** SENIOR PAYROLL CLERK

**TITLE #:** 1593

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for payroll preparation and clerical work related to payroll and employee benefits. The position maintains basic payroll data such as deductions, sick and vacation accruals and involves coordination with other units or departments within the organization. Work is performed under general supervision in accordance with well-defined policies and procedures. This class may lead and direct the work of Payroll Clerks or other clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares payrolls incorporating basic data regarding employee status, benefit deductions and other data necessary to compute the gross and net earnings for the period;

Compiles and maintains supporting records affecting changes in payroll and employee benefits;

Compiles data and prepares various reports involving payroll or employee benefit programs;

Participates in finalizing payrolls including maintaining centralized control records for payroll and employee benefits, preparing payroll checks, calculating various deductions for Federal and State taxes, FICA and credit union deductions;

Answers inquiries concerning payroll, deductions and employee benefits;

Participates in the administration of health, dental and vision care plans through record keeping, distribution of information, recording insurance premium payments and preparation of payments to retirement systems;

Operates a computer and related payroll software and a variety of office machines;

Provides employment and wage verification;

May prepare statistical data, seasonal payrolls, calculate labor costs and compute hourly rates.

May be responsible for compiling and maintaining personnel files including keeping up to date with all civil service paperwork as well as internal seniority listings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of payroll procedures and employee benefit programs and 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 operate computerized payroll systems; ability to make accurate computations; ability to understand and follow oral and written instructions; ability to lead and direct the work of others; ability to deal effectively with others; keyboarding ability; courtesy; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of office clerical experience, one (1) year of which must have involved either the preparation of payrolls utilizing a computerized payroll system for an organization that employs a minimum of 25 employees or clerical work related to employee benefits which shall have involved the operation of computerized equipment.

**JURISDICTIONAL CLASS:** Competitive