

Jurisdictional Class: Competitive
Adopted: July 11, 1991
Revised: June 11, 2010

PAYROLL CLERK/CASHIER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the preparation and maintenance of payrolls for departments of a municipality in accordance with prescribed standards and procedures. An incumbent also receives and issues receipts for money collected in the payment of various bills with accuracy and speed. Cashiers are responsible for shortages in their own work. Employees work under general supervision on standard assignments within narrow time constraints. Supervision may be exercised over the work of subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May be required to operate a word processor and/or computer in performing duties as described below:
Receives from departments, weekly payroll timesheets on which changes from the previous pay period are noted, reviews changes for accuracy, forwards to data processing for computer entry, and reviews printout edit list and makes corrections as required to produce final payroll;
Receives and processes data pertaining to payroll changes, such as appointments, promotions, terminations, and changes in payroll deductions;
Assists in the preparation of a variety of payroll reports, including Federal quarterly taxes, state wage reports, retirement system reports, etc;
Collects tax and meter bill payments over the counter and by mail and issues receipts;
Prepares Tax Sale Redemption Certificates and collects payment for same;
Answers telephone, serves the public, and gives out information on routine departmental operations and policies;
Operates check signer, desk calculator, and other office machines;
Performs a variety of related clerical and payroll keeping tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of financial accounts and record keeping;
Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic;
Ability to make arithmetical computations accurately;
Ability to accurately handle large sums of money;
Ability to understand and follow oral and written instructions;
Ability to write legibly;
Ability to deal effectively with the public;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving the computation and maintenance of financial accounts or payroll records and two (2) years experience in handling and accounting for large sums of money including contact with the general public.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Eligibility for a Surety Bond.