

JOB ANNOUNCEMENT

September 7, 2018

Payroll Clerk (PT) (Finance Office)

Closing Date: September 21, 2018

The City of Pleasantville is currently accepting applications for the above-reference position. See attached job description for requirements and qualifications. Applications may be picked up in the Personnel Office or download from www.pleasantville-nj.org and returned with resume no later than closing date referenced above.

Part-time/Union Position
\$12per hr/15 hrs/3days per wk/No Benefits

Disclaimer: Permanent appointment subject to final approval from NJCSC.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

PAYROLL CLERK

(ALL JURISDICTIONS)

DEFINITION

Under direct supervision, does routine clerical work relating to the review, verification, and preparation of payroll or personnel records; may keep time and work records; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews and checks payroll or personnel records, statements, documents, certificates, or time and attendance records.

Prepares regular, supplemental, and overtime payrolls, adds or deletes employees as required.

Makes appropriate charges such as union deductions, taxes, charities and pension.

May process forms such as pension membership applications, beneficiary changes, retirement and loan applications, as well as health insurance applications and changes.

Completes unemployment requests for wage and separation information.

Computes overtime, emergency rates, and leaves of absence requiring application of relevant rules and regulations concerning salary increments, bonuses, and authorized deductions.

Receives regular and supplemental paychecks from centralized payroll and separates by payroll and region prior to distribution.

Computes the less-difficult pay changes where the arithmetic computations and examination of basic authorization documents on which the changes are well covered by established rules, regulations and instructions.

May keep a daily record showing employee's arrival time to and departure from work.

Computes withholding taxes.

Prepares reports of absences and vacations.

Refers errors and irregularities to superiors.

Maintains records and files where selection and classifications of data does not require difficult decisions and where procedures are routinized.

May assist employees in completing various payroll forms.

Maintains confidential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods, practices, routines, and equipment.

Ability to interpret and apply relevant rules and regulations concerning salary increments, bonuses, and authorized deductions.

Ability to comprehend, interpret, and apply rules and regulations in accord with established procedures and policies of the unit.

Ability to accurately prepare detailed, technical, and confidential payroll forms and documents.

Ability to understand, remember, and carry out oral and written directions.

Ability to make accurate arithmetic calculations quickly and accurately.

Ability to learn from oral and written explanations or from demonstration.

Ability to maintain confidential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
02634		L	N		N/A	01		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

2/09/2013
