

SNOHOMISH COUNTY JOB DESCRIPTION

PAYROLL TECHNICIAN I

Spec No. 6148

BASIC FUNCTION

To maintain and process payroll/personnel, and employee data. The I level is involved in the disbursement of payroll and handling of records. The II level also remits and reports payroll related taxes.

STATEMENT OF DUTIES

1. Checks time entry forms submitted by the departmental payroll clerks for accuracy; verifies changes of salaries, hourly rates, and work schedules prior to entry of pay data; audits submitted time records to insure adherence to established pay standards, personnel rules, labor agreements, and state and federal regulations; verifies gross earnings amounts during leave periods such as industrial, medical, military, jury, and personal leave.
2. Provides expertise, training, and procedure advice to departmental payroll clerks.
3. Calculates wage and overtime payments, payroll deductions, manual pay warrants, and termination entitlements; edits payroll system output such as payroll registers and deduction reports for errors and out of balance conditions; determines necessary corrections to employee's earnings records; deciphers, translates, and codes complex alpha numeric payroll data.
4. Input of time card entry forms for the draw and month end pay cycles; codes employee and employer paid deductions; prepares and submits requests to Systems Operations for batch updates and reviews the output for errors; errors are verified by audit trail, documented, and corrected.
5. Maintains the Personnel Files; creates files for new hires, purge files for terminated employees, and files documents for active employees.
6. Separates reports and warrants for distribution, files deduction authorizations, edits payroll signatures, binds reports and time cards, mails disbursements and maintains records.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates of Arts Degree in Accounting or Data Processing; AND, one (1) year experience in government payroll or personnel; OR, any equivalent combination of training and/or experience which provides the required knowledge, skills and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- clerical accounting methods, forms and techniques;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- general office practices and procedures relating to payroll activities;
- basic mathematical calculations;
- personnel/payroll system documentation.

Ability to:

- research and utilize personnel/payroll system documentation;
- maintain financial records and prepare payroll related reports;
- make arithmetical computations with speed and accuracy;
- operate standard office equipment including telephones, typewriters, video terminals and adding machines;
- meet deadlines and cope with interruptions;
- deal tactfully with superiors, peers, other government agency representatives and the general public;
- maintain the confidentiality of employee data;
- locate and correct coding and arithmetical errors;
- learn and retain complex procedures, laws, labor agreements and personnel rules and regulations;
- clearly explain policies, procedures and schedules;
- work with minimum supervision;
- follow oral and written instructions.

SUPERVISION

Employee receives general supervision from a Personnel Section Supervisor. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. The work is reviewed by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 1986 as Personnel/Payroll Technician

Revised: June 1991

Previous Spec No.331265

EEO Category: 6 – Administrative Support

Pay Grade: 307 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous