

## **CLASS TITLE: PAYROLL/PERSONNEL CLERK II**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for independent clerical work with the City of Tulsa Payroll/Personnel System and other related assigned duties.

### **ESSENTIAL TASKS:**

- Performs specialized clerical work requiring considerable knowledge of City Policies and Procedures, Payroll/Personnel System and departmental operations
- Gathers facts and prepares reports requiring research and personal inquiries
- Prepares work office correspondence
- Explains departmental and City policies to the public and other departments
- Prepares and maintains various information for reports and records
- Monitors and processes changes to the Payroll and Personnel information
- Calculates out-of-class, retro pay and overpayments
- Reconciles and audits timecards and leave reports
- Maintains and makes distribution of revisions to the Personnel Policies and Procedures Manual
- Monitors safety footwear subsidy (in some positions)
- Creates and uses spreadsheets
- May supervise a small group of clerks

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and five (5) years of increasingly responsible office or administrative experience including two (2) years experience in automated payroll operations; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one (1) step increase upon completion of thirty (30) accredited college hours and one (1) year employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of payroll principles and procedures; considerable knowledge of Time and Attendance processes and procedures; knowledge of laws, rules, and regulations pertaining to payroll; the policies and procedures of the City and the work unit; considerable knowledge of modern office practices and procedures and of business English and arithmetic; and knowledge of payroll related computer programs and software. Ability to make decisions within area of responsibilities; ability to plan and coordinate the work of clerical staff performing varied clerical operations; ability to maintain confidentiality of information; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding; Skill in utilizing a personal computer and associated software programs.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and requires use of telephone and other office equipment.

**Class Code: 5509**

**EEO Code: N-06**

**Pay Code: OT-18**

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**Group: Clerical & Administrative**  
**Series: Clerical**

**Effective Date: May 4, 2016**