

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Payroll Specialist I

JOB CODE: 4811

DEPARTMENT: Payroll Section

PAY GRADE: 18 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

Performs a variety of complex clerical tasks to process substitute payrolls and provides assistance in the timely and accurate preparation and distribution of payrolls.

JOB TASKS/RESPONSIBILITIES

1. Follows general instructions, standard practices and procedures to timely process instructional, non-instructional, and pool substitute payrolls and provide assistance in support of payroll functions.
2. Audits pool substitute time reports and emergency substitute time reports against the work history record to assure that the days worked are reported accurately.
3. Researches emergency substitute time reports and pool substitute time reports which have been incorrectly submitted by work location and initiates action to prepare manual checks.
4. Updates substitute teacher work history records; computes retroactive salary adjustments and prepares void and manual checks or adjustments to gross salary as appropriate.
5. Answers frequent inquiries and phone calls from substitute employees and assist them with dates/days worked, work location worked, delivery and mailing of checks, address changes, W-4 changes, withholding tax deductions, and stop payments.
6. Checks exception reports and contacts work locations when substitutes are reported as working the same day at more than one location.
7. Scans the Payroll Check Recap report for obvious overpayments and initiates appropriate action.
8. Performs receptionist duties by greeting individuals entering or calling the office, furnishing information regarding lost checks, incorrect or late time reports, payroll deadlines and other related matters, referring more difficult problems to the

responsible payroll specialist.

9. Learns the duties of the Office Assistant II, Accounting Clerk II, and Senior Payroll Specialist in order to assist during critical periods or absences.
10. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Basic knowledge of an on-line computer based payroll processing system

OR

3. Any equivalent combination of acceptable training and experience.
4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/04/93