NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Title: PAYROLL ASSISTANT I

GENERAL STATEMENT OF DUTIES: Performs para-professional and technical work related to the County’s centralized payroll operation; performs vital functions related to the Payroll and Human Resources Information System; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of para-professional and technical tasks associated with all aspects of payroll activities for County employees. Under general supervision, this employee performs accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll records for County personnel in the Payroll and Human Resources Information Systems. Work involves the exercise of judgement in the application of prescribed policies, procedures, laws and regulations. This is a confidential position dealing with sensitive payroll-related matters. This employee is supervised by the Payroll Assistant II.

EXAMPLES OF WORK: (Illustrative only)

- Collects, analyzes, updates and reconciles information to the payroll system on a weekly, bi-weekly, and monthly basis;
- Processes payroll calculations and confirmations for weekly and biweekly payrolls;
- Examines and processes various payroll deductions and adjustments for accuracy, appropriateness and documentation;
- Sets up and maintains garnishments in the Payroll system;
- Responds to calls from employees, relating to payroll records, leave and attendance, and similar matters;
- Serves as liaison with IS as it relates to security access within the Payroll system;
- Assists employees with the employee self-service module in the Payroll system;
- Collects, reviews, verifies, and calculates data and prepares related reports;
- Maintains payroll records and other related files
- Notifies Payroll Assistant II of any items or problems requiring research;
- Complies with federal regulations relating to taxes, garnishments, attendance and leave, and other payroll functions;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of the principles and practices of payroll administration; some knowledge of payroll and tax regulations; some knowledge of office management practices and procedures; demonstrated skill and proficiency in the use of the payroll and human resources information system and spreadsheet programs; ability to understand and follow complex oral and written directions; ability to research, analyze and retrieve data to prepare and maintain payroll records, summaries and reports; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to prepare clear,
Title: PAYROLL ASSISTANT I

MINIMUM QUALIFICATIONS: At least three (3) years of experience in clerical accounting functions to include at least one (1) year in the payroll field using Payroll and Human Resources Information System and possession of a high school diploma or GED; or an equivalent combination of education, experience or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 11/24/09
Revised: 06/09/16
Revised: 05/15/23