

Polk County Sheriff' Office Job Description

1330 Payroll Specialist

February 21, 2000, Revised October 9, 2006

Position Concept:

The Payroll Specialist performs operations tasks and duties to maintain the fiscal responsibility of the Payroll Unit. The member oversees and performs operations, document preparation and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude and includes the following: positive interaction and cooperation with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Prepare payroll
- Prepare wage statements
- Maintain watch file
- Respond to member inquires
- Maintain payroll files
- Monitor annual leave accruals
- File attendance records and slips
- Verify salaries of members
- Provide information of leave hours
- Maintain files

Education, Professional Certification or License:

- High School or GED
- Some course work in accounting or bookkeeping is required

Professional Experience:

- Minimum two (2) years experience in bookkeeping, accounting or a closely related field
- Demonstrated keyboarding proficiency of 35 wpm with no more than 5 errors
- Demonstrated experience with rapid numeric data inputting
- Prefer experience in performing payroll functions in a governmental agency
- College course work may be substituted for required experience

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with high stress levels
- Works constantly with numbers

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- ASCII file
- Payroll system
- PCSO benefits
- Filing system
- Finance software program
- Fiscal Services policy and procedures
- Legal retention periods
- Computerized reports

Ability to:

- Operate office equipment
- Read and write English
- Operate calculator

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Skills:

- Accounting
- Basic mathematical
- Interpersonal
- Computer
- Telephone

Physical Requirements:

- Sit for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity (normal)
- Ambulate independently
- Walk
- Climb
- Lift 25 lbs.
- Drag/carry 25 lbs.
- Bend/squat
- No dyslexia

For additional information on this position refer to the Job Task Analysis.