

**Polk County Sheriff's Office Job Description**  
**2106 Payroll Supervisor**

April 9, 1998, Revised October 1, 2009

**Position Concept:**

The Payroll Supervisor oversees preparation of the payroll for all members of the Polk County Sheriff's Office. The member also oversees and performs operational, clerical and supervisory duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating 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 Payroll Supervisor 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:**

- Testify at deposition and at court
- Serve on sick leave pool committee
- Design payroll forms and train on use
- Act as liaison between programmer/PCSO
- Assist Finance Director with budget
- Coordinate electronic time sheet usage
- Verify salaries and answer inquiries
- Review sick leave
- Assign job codes
- Supervise payroll preparation
- Supervise preparation of deduction checks
- Supervise maintenance of Watch File
- Train Accounting Specialist annually
- Perform member evaluations
- Prepare federal bonds
- Supervise preparation of retirement benefits
- Compile quarterly report
- Prepare quarterly and annual reports
- Supervise preparation of insurance recaps
- Supervise maintenance of payroll files
- Supervise preparation of wage statements

**Education, Professional Certification or License:**

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour \*CJSTC approved Line Supervision course or equivalent
- Some course work in accounting or bookkeeping required

**Professional Experience:**

- Minimum three year's experience at the level of Accounting/Payroll Specialist with PCSO or the equivalent in governmental accounting
- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

**Status:**                                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                                     Minimal Risk                                     Foreseeable Risk

**Environmental Conditions:**

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

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Tax laws
- Worker's Compensation Laws
- Insurance benefits
- Internal controls
- Income deduction laws
- Geographical area
- Florida State Statutes
- Fair Labor Laws
- Florida Retirement System
- Software
- Bond purchasing procedure of Federal Reserve
- Payroll system
- Wage forms
- Wage laws

**Ability to:**

- Read and write English
- Operate a motor vehicle
- Use a map

**Skills:**

- Interpersonal
- Computer
- Basic mathematical
- Bookkeeping
- Accounting
- Supervisory
- Analytical
- Keyboarding

**Physical Requirements:**

- Climb
- Lift/drag/carry 40 lbs.
- Bend/squat
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently
- No Dyslexia

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