

ORGANIZATION:	City of Canby	DATE:	June 2012
DEPARTMENT:	As Assigned	UNION:	AFSCME Represented
CLASSIFICATION:	Office Specialist III	FLSA STATUS:	Non-Exempt
TITLE:	Payroll Technician		

PURPOSE OF POSITION: Perform a variety of complex administrative support activities to contribute to efficient office operations requiring a thorough understanding of department and City programs and procedures.

The OSIII is distinguished from the OSIV classification by performing complex administrative support assignments, performing administrative office management tasks and the absence of on-going lead worker responsibility.

A wide variety of complex tasks are performed under general supervision. Assistance is not readily available from supervisor(s). This classification is expected to function independently in daily tasks and use initiative and independent judgment on non-routine matters. Acts as project coordinator on routine and complex assignments. Problems are identified and solved and only the most unusual/complex problems are referred to a supervisor.

ESSENTIAL JOB FUNCTIONS:

Provide customer service for assigned department. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers. Screen incoming calls, mail, personal visits and other requests and forward on as appropriate.

Maintain and update employee information in Caselle.

Process payroll checks and direct deposit vouchers. Process payroll vendor transmittals for payment. Reconcile payroll vendor accounts.

Perform cash receipting of transit tax, business licenses, planning and building, police, library and swim center revenues; and bank reconciliations for State Pool, Court, and Utility Billing.

Maintain and update online employee information for benefit providers, including additions, terminations and salary information. Keep health providers updated with new employees, terminations, and changes.

Compile information and reference materials for supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Assist with salary and benefit projections for annual renewals.

Bill title companies for lien searches.

Conduct State retirement reporting through PERS. Perform quarterly and annual reporting; including IRS and Oregon Department of Revenue, and year-end closing, including processing W-2's, compensation statements, and PERS annual reconciliation.

Transcribe, compose, type and edit a variety of minutes, correspondence, reports, memo's and other material. Prepare and post public meeting notices. Coordinate materials for distribution. Work with information technology to coordinate department information on City website.

Process and post budget meeting legal notices, make preparations for budget meetings, attend budget meetings and prepare meeting minutes. Assist in budget process by recommending needed equipment, staffing and/or programs to department manager/director. Research and track budget information throughout the year.

Meet with auditors as requested. Prepare and provide files and other reports or information as necessary

Schedule appointments, meetings and locations as necessary. Maintain finance calendars and related organizational processes. Coordinate meetings as required. Resolve conflicting demands.

Use word processing software to type routine, non-routine, and complex letters, memos, minutes and other material from general instructions. Proofread and edit documents, presentation materials, brochures, and other materials for grammar, clarity, punctuation and spelling. Examine documents for completeness and accuracy. Correct errors as necessary.

Create templates, presentation materials, charts and graphics. Develop and maintain databases for tracking departmental/program information; create reports as needed. Prepare information packets for use within the department.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail.

Maintain files and records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

Maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace.

Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Must be confidential and able to protect sensitive finance and personal information. Equivalent to high school education and five or more years of progressively responsible administrative support experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must have prior payroll experience, preferably in a municipal environment.

DESIRABLE REQUIREMENTS: Knowledge of municipal government functional areas and specific word processing software utilized within the department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at night meetings may be required.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Finance Director.