

CLASS TITLE: PAYROLL/PERSONNEL CLERK I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of administrative and clerical duties involving the City of Tulsa's Payroll/Personnel system and other related assigned duties.

ESSENTIAL TASKS:

- Reviews accuracy of leave and overtime paperwork for employees and processes the paperwork into the payroll system
- Identifies and corrects errors on leave and overtime paperwork and enters information into the timekeeping system
- Reviews sign-up sheets for multiple shifts of employees and follows up with necessary personnel to verify attendance
- Works cooperatively with the Human Resources Department and department management to provide assistance and clarification regarding policy and Collective Bargaining Agreement guidelines
- Maintains accurate payroll and division personnel document files
- Monitors personnel information for necessary changes to leave requests and accruals
- Reconciles and audits employee time and attendance records
- Creates and uses spreadsheets
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from a high school or possession of a General Educational Development Certificate (GED), including four (4) years of experience in administrative and related clerical work, preferably with some automated payroll experience; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of Personnel Policies and Procedures and union contracts; working knowledge of laws, ordinances, and regulations governing payroll matters; knowledge of the payroll principles and procedures. Ability to prioritize work and remain organized; ability to maintain confidentiality of information; ability to meet deadlines; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding; ability to maintain confidential and sensitive information. Skill in utilizing a personal computer and associated software programs.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires use of telephone and other office equipment.

Class Code: 6556

EEO Code: N-06

Pay Code: OT-17

Group: Clerical and Administrative

Series: Clerical

Effective Date: June 24, 2020