**City of Irving Job Description**  
**Senior Payroll Assistant**

<table>
<thead>
<tr>
<th>FLSA Status:</th>
<th>Non-Exempt</th>
<th><strong>Job Department:</strong></th>
<th>Police</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Code:</strong></td>
<td>F532</td>
<td><strong>Reports To (Job Title):</strong></td>
<td>Office Supervisor</td>
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</tbody>
</table>

**PURPOSE**

To prepare and maintain accurate payroll records for the Irving Police Department (IPD), which includes training timekeepers, entering time worked into IPD databases, producing reports, and resolving pay or time-entry discrepancies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Enter time worked including holidays, vacation, sick, personal leave, worker’s compensation, transfers, overtime, and out-of-class accurately into various tracking systems.
- Train and monitor IPD timekeepers, including preparing materials, conducting informal and formal training sessions, and fulfilling ad hoc requests for assistance.
- Audit payroll time entries for errors.
- Approve time sheets in IPORTAL system for various divisions.
- Send notification to division secretaries regarding upcoming evaluations due.
- Maintain and produce various reports, including FLSA reports.
- Answer employee inquiries regarding pay issues.
- Prepare documentation and notify Human Resources Department regarding personnel changes.
- Create and files time records.
- Design basic databases for data storage and retrieval.
- Enter organizational changes into pay systems to ensure accuracy.
- Perform pay-related research for internal investigations, court cases, and related situations.
- Serve as coordinator for classes scheduled through the Learning Management System.
- Answer incoming calls for staff and from citizen inquiries.
- Pick up and distribute mail.
- Serve as back up for all division timekeepers.
- Perform related duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

- Pack and store permanent pay records according to archiving laws.
- Filing of personnel status changes.
SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 6 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade, plus related vocational/technical courses.

EXPERIENCE

- A minimum of three (3) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Functional Supervision: Motivating, developing, and directing people as they work.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Teaching: Conveying new concepts and confirming comprehension by listener.
• Mechanical/Technical: Safely operating diverse equipment including computers, copiers, fax machines, calculators, cameras, and paper shredders.
• Typing: Accurately entering information using computer keyboard.
• Interactive Presentation: Effectively presenting information to groups and respond to questions.
• Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
• Reading Comprehension: Reading and understanding written information and ideas.
• Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
• Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures
Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS
Payroll software vendors and citizens.

EQUIPMENT AND PROPERTY
Computer, printer, fax, scanner, calculator, and multi-line telephone.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to grasp, handle, feel, and/or see. Frequently, s/he is required to carry, listen, pull, push, reach, sit, smell, stoop, talk, and/or walk. S/he occasionally is required to kneel, lift, and/or stand.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.