



City of Irving Job Description

Senior Payroll Assistant

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	F532	Reports To (Job Title):	Office Supervisor

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.