



**JOB DESCRIPTION**  
**Payroll Clerk I**

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The Payroll Clerk I under the general supervision of the Executive Director for Business Services and the immediate direction of the Payroll Manager, works under close supervision to assist with the accurate and timely preparation of payroll records and related reports using prescribed procedures and regulations.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year payroll experience preferred

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficiency in use of 10 key calculator
- Knowledge of basic accounting procedures
- Ability to maintain accurate and auditable records
- Proficiency in typing, keyboarding, and file maintenance
- Ability to communicate effectively
- Ability to meet established deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Maintains accurate employee payroll files.
2. Maintains employee payroll information confidentiality.
3. Assists in preparing substitute information for payrolls.
4. Sorts employee leave sheets as instructed.
5. Assists with the telephone inquiries regarding payroll checks.
6. Assists with the payroll process as needed.
7. Operates copy machine, ten key adding machine, and computer equipment daily.
8. Prepares various payroll documents as required.
9. Assists in the maintenance of payroll files in the human resource software system.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively, concentrate, reason, understand verbal instructions, analyze, differentiate, read, compile, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry medium weight (15-44 pounds). Performs repetitive hand motions, hear, speak, and possess visual acuity.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Copier, calculator, personal computer, typewriter, printer and shredder

**Paraprofessional Pay Grade: 4**  
**Salary Range: \$10.11 min./ \$12.64 mid./ \$15.16 max.**  
**Days: 226**  
**Wage/Hour Status: Nonexempt**  
**Updated: October 2, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*