



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Payroll Technician	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	33	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Comptroller or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of highly responsible technical and clerical functions involved in daily payroll operations. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may train, oversee, and review the work of student assistants. This job class exercises responsibility for the accurate and timely processing and maintenance of district payroll records and transactions. This includes processing payroll deductions, benefits, and various payroll correspondence for all employee classes. This job class requires proficient knowledge of payroll procedures and regulations.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Assists the District Payroll Officer in performing functions relative to processing District payroll for all employee groups.
- Assists in balancing, auditing, and reconciling payroll records and various reports within established controls.
- Collects, receives, and verifies a variety of payroll documents, forms, records, and information.
- Maintains files, journals, and worksheets to provide full documentation for District payroll records.
- Performs data entry in the maintenance and processing of assigned records.
- Assists in reviewing and reconciling various payroll reports and transactions for accuracy and compliance with District, County, State and Federal laws and regulations.
- Processes employee garnishments and standard payroll deductions.
- Reviews and processes direct deposit forms in payroll system.
- Verifies and processes unemployment claims.

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- Responsible for reporting with PERS and STRS retirement systems.
- Assists with query requests from departments and for payroll reporting
- Creates time cards for all payroll groups.
- Validates authorizations to hire received from Human Resources department
- Applies appropriate rules and regulations to resolve payroll problems.
- Assists in training and overseeing student assistants in proper procedures, standards, and requirements related to payroll assignment.
- Prepares reports, statements, letters, memos, and other correspondence related to assigned functions.
- Establish and maintain detailed and organized work process and work flows.
- Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Office methods, practices, and procedures including information systems and electronic data processing.
- General payroll principles, laws, regulations, and procedures.
- Computerized systems pertaining to payroll record keeping, processing, and operations.
- Proper use and operation of standard office equipment and machines such as computer, adding machine, copier, fax, and other technologies.

Ability to:

- Learn district, Federal, State, and County policies, procedures, and regulations related to assigned payroll functions
- Understand and carry out a variety of complex directions with limited supervision.
- Establish and maintain accurate payroll records and prepare accurate financial and statistical summaries and reports.
- Perform mathematical calculations accurately and rapidly.
- Assemble, organize, and analyze data in an effective and useful manner.
- Apply rules and regulations accurately to complex, unique, and novel cases.
- Operate a variety of standard office machines and equipment such as computer, adding machine, copier, fax, and other technologies.
- Type and ten key by touch accurately at a rate appropriate for timely and successful job performance.
- Communicate effectively in both oral and written forms.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.

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QUALIFICATIONS

Education/Experience Required:

- High school diploma and two years of full-time college coursework; Associates of Arts degree in business, accounting, or related subjects preferred. Directly related practical experience may be substituted for education.
- Two years of payroll and clerical responsibilities.
- Possess a 10-key certificate demonstrating 7,000 keystrokes per hour.

APPROVALS

Date Created/Revised: 12/1999, 8/2/2018

Cabinet Reviewed: 8/2018

Board Approved: 10/17/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)