

**PERALTA COMMUNITY COLLEGE DISTRICT - January, 1992**

**CLASSIFIED JOB DESCRIPTION**

**STAFF ASSISTANT/PAYROLL  
(SEIU Local 1021 Salary Range 056)  
Job Code: 575**

**CLASS PURPOSE**

Under general supervision, performs clerical and technical level work in providing quasi-administrative and technical support related to processing and maintaining the District's payroll.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Acts as technical resource person performing complex payroll functions.
- Maintains payroll records of classified and academic employees of the District, including hourly, part-time, student employees, and retirees; balances monthly payrolls.
- Receives and reviews time sheets and personnel forms relating to change in status.
- Checks timesheets for completeness and accuracy.
- Enters payroll information into payroll information system.
- Responds to questionnaires and verification of earnings.
- Responsible for accuracy and completion of change forms regarding salary deduction for credit unions, tax shelters, savings bonds, and dues.
- Computes deductions for annuity adjustments, tax levies, garnishments, and child support payments.
- Responsible for accuracy of reports on contributions to Public Employee's Retirement System, State Teachers' Retirement System, and the Apple Plan.
- Provides information and assistance to District staff and instructors.
- Processes manual issue checks and stop payments.
- Maintains and processes medical, dental, and life insurance billings.
- Researches and investigates problems and follows up as necessary to assure resolution.

**Job Description:** Staff Assistant/Payroll

- Prepares basic written reports as required.
- Composes correspondence and performs various types of clerical work.
- Operates various pieces of office equipment including personal computer, computer terminals, peripheral equipment, calculator, copier and typewriter.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three years of financial or accounting record-keeping experience or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g. MS Office Suite, MS Word, MS Access, and MS PowerPoint), the Internet browser, websites, e-mail, and 10-key by touch.
3. Experience with ERP systems, preferably Oracle/PeopleSoft 8.9.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Bookkeeping, office practices, business practices and procedures specific to payroll processing and maintenance.
  - Basic accounting clerical practices.
  - General laws, rules and policies affecting payroll records and programs.
  - Payroll preparation and verification procedures.
- Ability to:
  - Learn and apply policies and regulations pertaining to payroll procedures.
  - Perform difficult financial clerical work requiring the use of independent judgment and initiative.
  - Analyze situations accurately and adopt an effective course of action.
  - Post data and make arithmetical computation rapidly and accurately.
  - Operate standard office machines, including calculator, adding machines and computer.
  - Meet schedules and timelines.
  - Understand and carry out oral and written directions. Effectively explain payroll records-keeping procedures and requirements.

**Job Description:** Staff Assistant/Payroll

### **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

### **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

### **TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: May, 1998  
August 28, 2012