

**ORLAND UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: Payroll Clerk**

**See District Office for Application**

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Salary Range: Confidential/Supervisory Schedule/Range 1

Reports to: Business Manager

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**SUMMARY:**

To perform a variety of secretarial duties relating to the maintenance and operation of personnel programs, and to perform difficult and technical accounting and statistical record-keeping assignments in preparing, processing and maintaining District payroll data, files and records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Personnel duties include: Provides a variety of secretarial duties in a variety of personnel work including recruitment, employees orientation, classification, salary and benefits, and affirmative action program; maintains all personnel records; updates changes in employment status; schedules interviews for screening committees; processes hiring of new employees, obtaining required employment information, explaining District policies and procedures; verifies salary schedule placement; maintains a variety of seniority files; interprets and explains current negotiated contract language; performs a variety of general office support duties. Supports attendance accounting and calculating.

Payroll duties include: Preparing, processing and maintaining of District payroll data, files and records; codes payroll data into their proper budget accounts; maintains and verifies payroll journal; computes District fringe benefit costs; processes employee starting and termination information; prepares and distributes reports on payroll taxes; unemployment insurance and SDI; provides information on the submission and processing of Worker's Compensation forms; Section 125, TSAs J-90, assists in providing information for budget development; composes correspondence on payroll and benefit programs; audits printouts and reports; operates a variety of general office support duties.

**QUALIFICATIONS:**

Three years of increasingly responsible payroll, accounting and office support experience, preferably in a public agency.

Completion of college level courses in accounting, record keeping, bookkeeping and related areas is desirable.

Knowledge of policies, processes, laws and rules affecting public schools personnel programs.

Knowledge of basic statistical data gathering and survey methods and techniques.

Ability to operate a 10 key by touch.

Microsoft Excel or other computer-based spreadsheet applications.

Ability to: Assist in the conduct of recruitment, selection, classification and personnel record-keeping activities; prepare reports pertaining to personnel management and general District operations; perform financial record-keeping work requiring the use of independent judgment and initiative; interpret, apply and explain procedures and regulations pertaining to payroll, leaves, retirement and employee benefits procedures and programs; accurate and detailed records. Deal tactfully and courteously with the public and other district staff, and to maintain required confidentiality.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Certification of typing speed of not less than 50 words per minute is required.

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

While performing the duties of this job, the employee is regularly required to use hands, handle objects and tools; reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop kneel, crouch, and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Due to the busy nature of a school district, the employee must be able to routinely work well under pressure and remain calm and tactful with parents, community members and the staff.