



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PAYROLL CLERK II**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Works to ensure that payroll checks issued bi-monthly for salaried and temporary positions are in compliance with Federal law and policies set forth by Hidalgo County.

EXAMPLES OF WORK PERFORMED

Audits weekly attendance records related to bi-weekly pay period; ensures time worked, overtime, and benefits used are accurate and in compliance with Federal law and policies established by the Commissioners Court

Transfers monies to proper funding according to status change as submitted on the agenda

Evaluates and determines solution for individual exceptions based on interpreting and applying Federal laws and County policies

Calculates and processes exceptions through multiple transactions integrating the complex Payroll and Timesheet system to achieve proper payment

Audits actual payroll checks, reports, and documents prior to distribution of payroll of departments and individuals; completes electronic transfer

Calculates, prepares, and verifies manual and void checks and processes checks outside normal payroll run

Researches, resolves, and answers all payroll inquiries for employees, supervisors, department liaisons and outside entities

Completes special projects as assigned by the supervisor

Completes required paperwork, resolve and answers all inquiries regarding retirement procedures and assist in the absence of the Retirement Specialist

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE

Two academic years from an accredited college or university

Three (3) years of payroll and accounting experience

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have thorough knowledge of payroll procedures and practices; prefer knowledge of Federal Laws, IRS regulations, and Civil Service Rules or equivalents

Must have working knowledge of all office equipment

Ability to meet deadlines with minimum supervision, concentrate with unlimited interruptions and work well with others

Must have effective communication skills and the ability to analyze and evaluate facts and make decisions

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.

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

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations