

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Payroll Specialist 3	<u>CLASS NUMBER:</u> 60212	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 East Fulton Street, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (080008)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Payroll Specialist 3 classification is to ensure proper preparation and processing of payroll and to maintain information for payroll and human resources needs.

JOB DUTIES:

Ensure proper preparation and processing of payroll and to maintain information for payroll and human resources needs. Calculate hours worked and adjustments. Maintain the agency call-off line. Maintain accurate time records and payroll files. Meet with staff on payroll and benefits questions. Process pay increases. Generate payroll reports.

Verify and update sick, vacation personal leave, compensatory and overtime files. Maintain files and journals for state and county auditors. Provide verifications to third parties requesting information. Develop and maintains forms and memorandums for payroll. Establish, write and maintain procedures for payroll tasks and activities. Process and consults with the union for union dues and issues regarding same. Update personal information. Work with benefits and auditors departments. Respond to payroll inquiries. Provide assistance to fiscal officer, fiscal assistants, and accountants. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; lead work; public relations; agency policy and procedures; government structure and process. Skill in typing; equipment operation. Ability to carry out detailed but basic written or oral instructions; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; handles sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with three (3) years of payroll or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date