

**EMPLOYEE PAYROLL/INSURANCE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a wide variety of moderately difficult and varied personnel related duties. Work is performed under general supervision in accordance with agency personnel policies and guidelines. Considerable leeway is allowed for the exercise of independent judgment in carrying out the assignments. An employee in this class is required to exercise the highest degree of discretion to insure the confidentiality of departmental records. Supervision may be exercised over lower level clerical personnel. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Conducts orientation of new employees;  
Enrolls and explains New York State Retirement benefits and Health Insurance benefits to employees;  
Answers all personnel related questions including problems with retirement and insurances or makes appropriate referrals;  
Tracks insurance enrollees;  
Prepares and processes personnel vouchers and MSD 426-A's;  
Enters personnel changes into computerized personnel system/s;  
Maintains employee's personnel files;  
Completes worker's compensation reports and tracks employees on Worker's Compensation;  
Prepares paperwork for the Family Medical Leave Act and tracks employees on leave;  
Processes paperwork for New York State unemployment benefit claims;  
Maintains leave credit records for all employees;  
Prepares paperwork for payroll keying;  
Keys payroll - match balances for accuracy;  
Processes bi-weekly payroll checks;  
Runs bi-weekly, quarterly and yearly payroll reports - balances and checks all reports;  
Enters all deductions in master file for payroll;  
Maintains deduction and hours/other pay files;  
Updates files for employees new rates of pay;  
Processes end of year roll over of all employees personnel information;  
Creates various end of the month and yearly reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Good knowledge of arithmetic and English language; working knowledge of principles and practices of personnel and payroll administration; ability to type with a good degree of accuracy; ability to carry out moderately complex written and oral instructions; ability to establish cooperative working relationships with co-workers; ability to maintain strict confidentiality on all matters pertaining to departmental operations; ability to communicate effectively with others; neatness; courtesy; tact, accuracy and good judgment.

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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 frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 quiet.

**MINIMUM QUALIFICATIONS:**

- A.** Possession of an Associate's Degree or higher in Business Administration or Office Technology - Secretarial studies from a regionally accredited college or university, **AND** one (1) year of full-time, paid experience in accounting, payroll procedures or personnel record keeping;

**OR:**

- B.** Satisfactory completion of a minimum of 60 semester credit hours at a regionally accredited or NYS registered college or university with at least 18 semester credit hours in Business or Office Technology courses including a minimum of 6 semester credits in accounting, **AND** one (1) year of full-time, paid experience in accounting, payroll procedures or personnel record keeping;

**OR:**

- C.** Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and three (3) years of full-time, paid clerical experience; including at least two (2) years of experience in accounting, payroll procedures or personnel record keeping;

Part-time experience will be prorated as appropriate.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
Adopted 1/14/99  
Revised 10/27/23, 11/5/24