



The City Beautiful

## City of Coral Gables Job Description

**Job Title:** Payroll Clerk  
**Department:** Fire  
**Classification:** 0306  
**Pay grade:** 15C  
**FLSA:** Non-Exempt

**Prepared Date:** 10/2012  
**Approved By:**  
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Walter Reed  
Patrick G. Salerno

### Summary

Performs responsible specialized work compiling, recording and maintaining records for departmental payroll related activities. Exercises initiative and independent judgment within established policies and procedures under the general supervision of the Fire Administrative Supervisor. Work is subject to verification through internal control systems.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives and verifies for accuracy attendance records for department employees. Confirms and processes leave requests. Records data and inputs into payroll processing system.

Works with supervisors to resolve any payroll discrepancies.

Processes all changes associated with employee status including, but not limited to, shift changes and Special unit assignments.

Prepares and submits the department's bi-weekly payroll report to the Finance Department.

Records overtime hours and codes under appropriate budget account(s). Computes compensatory time.

Compiles data and prepares various statistical reports. Maintains the safekeeping of payroll records.

Researches records to resolve problems and discrepancies and assists employees with questions.

Maintains the Fire Department's eligibility and special assignment lists.

Processes department personnel evaluation forms and personnel action forms.

Processes all Fire Department Personnel Injury Reports.

Provides secretarial support for the Operations Division.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of City and department payroll procedures. Knowledge of labor agreements and Personnel Rules and Regulations relating to compensation. Knowledge of bookkeeping and office procedures. Ability to make mathematical computations, compile data, and prepare reports. Ability to maintain records and files. Ability to research payroll information and resolve problems. Ability to type and enter data accurately. Ability to communicate effectively verbally and in writing is essential. Ability to establish and maintain effective working relationships with supervisors and other employees.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials up 20 pounds. May involve extended periods of time at a keyboard or work station and reviewing numbers.

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

### **Minimum Education and Experience**

High school diploma or equivalent.

Coursework in bookkeeping or accounting.

Minimum three years of progressively responsible experience in payroll.