

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #1979

OPEN COMPETITIVE EXAMINATION FOR: Payroll Clerk II

SALARY: \$19.01 ~ \$25.30 PER HOUR (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:50 p.m. on:**

November 4, 2011

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Collects and maintains; direct deposit, tax withholding, and voluntary deduction authorizations and compiles payroll data using computer software, to produce paychecks. Under the direct supervision of the Payroll Supervisor and the general supervision of the Payroll Manager or designee, the employee in this position is responsible for assisting the Supervisor with the distribution of work in the department, adherence to processing deadlines, review of exceptions, problem solving, use of professional judgment, and for the furnishing of payroll information to departments, payroll vendors and other agencies. Enters data from timesheet, time cards or other records to produce a payroll file; Collects payroll information, such as withholdings, wage garnishments, direct deposits and voluntary deductions for new employees and changes for established employees and updates employee files; Interprets union contracts; Calculates workers compensation; Runs edit reports and performs batch entry balancing and review of time entries; Logs and balances batches; Runs exception reports; Checks for reasonableness in procedures; Monitors deadlines; Solves problems; Prepares and distributes paychecks to departments; Keeps weekly attendance records, such as vacation and sick time use, to account for paid time off; Manages long-term sick payouts, separation and payout processing, retro pay calculations and deduction adjustments; Furnishes payroll information to departments, payroll vendors and other agencies; Records the number of days per year that substitute teachers work; Backup for Payroll Supervisor functions as needed; Mentors and trains Payroll Clerks; Does other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of basic accounting and payroll processing procedures; Ability to use a computer keyboard and enter data with speed and accuracy; Ability to use and create excel spreadsheets; Ability to follow complex oral and written directions; Ability to solve problems and work under the pressure of deadlines. Leadership qualities helpful.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Three (3) years experience performing payroll processing using a computerized payroll system and possession of a High School Diploma or G.E.D. **Or** an Associate's Degree and one (1) year experience in a payroll or accounting office.

COPY OF DIPLOMA, TRANSCRIPTS, OR G.E.D. MUST BE SUBMITTED AT TIME OF APPLICATION

This position is covered under the written agreement between the City of Waterbury and the White Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V