

August 14, 2014

Board of Health
Board of Adjustment
Central Dispatch 911
City Attorney's Office
City Clerk's Office
City Engineer's Office
Municipal Treasurer's Office
Construction Code Department
Fire Department
Mayor's Office
Municipal Court

Municipal Garage
Office of Emergency Mgmt.
Planning Board
Police Department
Public Works Department
Purchasing Departments
Dept. of Public Property/Comm Services
Tax Assessor
Tax Collector
Transportation & Parking Dept.
Linden Library

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Principal Payroll Clerk in the Treasurer's Department at the annual salary of \$48,257- \$65,903 (job description and requirements attached). This position is a full time position for 35 hours per week.

Anyone interested in the above mentioned vacancy must obtain an employment application from the City Clerk's office. All applications must be returned to the City Clerk, **no later than Friday, August 29, 2014**. In addition to this posting, the position will be advertised publicly.

Very truly yours,

Jessica Sheehy
Supervisor of Personnel

c: Mayor Richard J. Gerbounka
Council President James Moore
MEMBERS OF COUNCIL
Bulletin Board
Affirmative Action Officer

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

PRINCIPAL PAYROLL CLERK

DEFINITION

Under general supervision of a Supervisory Payroll Clerk or other supervisor, performs complex and highly responsible clerical work involved in and relating to the review, verification, and preparation of payroll or personnel records which require the frequent exercise of independent judgment, and/or supervises a small group of clerical workers in a payroll or payroll and personnel unit; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

Assigns and instructs individuals and groups engaged in payroll or personnel activities and supervises the performance of their work.

Reviews and checks payroll or payroll and personnel records, statements, documents, certificates, or time and attendance records.

Prepares regular, supplemental, and overtime payrolls, adds or deletes employees, makes other appropriate changes including union deductions, taxes, charities, pension, and so forth.

Processes pension membership applications, beneficiary changes, retirement, and loan applications as well as health insurance applications and changes.

Completes unemployment requests for wage and separation information.

Computes overtime, emergency rates, and leaves of absence requiring the interpretation and application of relevant rules and regulations.

Personally receives, reviews, and checks regular and supplemental paychecks from centralized payroll and separates by payroll and region prior to distribution.

Prepares and processes personnel and/or payroll forms with responsibility for ensuring that all pertinent information has been included and is accurate and ensures that all applicable rules, regulations, and procedures are adhered to.

Reviews the work of the unit.

Works with and advises department employees.

Keeps the supervisor and/or management informed of relevant deadlines, changes in rules and regulations, and related pertinent information.

Assists the professional staff in the development of new and revised personnel and/or payroll policies and procedures.

Makes initial determination and correct application of a variety of pay schedules, grades, and rates of pay involving the interpretation and application of related rules, regulations, and instructions relating to varied types of nonstandard pay actions and pay plans.

Consults with representatives of the Department of the Treasury or other outside agencies to exchange information and discuss problems related to payroll rules and standards.

Assists employees in completing and processing forms and applications relating to retirement, insurance, payroll deductions, and record changes.

Keeps abreast of changes in rules and regulations.

Operates various office machines.

Maintains and ensures the confidentiality of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in work involving payroll processing or personnel work.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of modern office methods, practices, routines, and equipment.

Knowledge of relevant rules and regulations concerning salary increments, bonuses, and authorized deductions.

Ability to comprehend, interpret, and apply rules and regulations in accord with established procedures and policies of the unit.

Ability to accurately prepare detailed, technical, and confidential payroll forms and documents.

Ability to assign and instruct individuals and groups engaged in the payroll and/or personnel work of the unit with that of other units in the department and with outside agencies.

Ability to make mathematical calculations.

Ability to check and verify payroll, overtime, and supplemental payments.

Ability to consult with representatives of the Department of the Treasury or other state and municipal agencies to exchange information and discuss problems related to payroll rules and regulations.

Ability to use various office machines.

Ability to maintain confidential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
02831		L	C		N/A	02		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/09/2013
