



NEW:
07/01/2015

JOB TITLE:	DEDUCTION CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8052
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Processes, reconciles and ensures that payroll withholdings are deducted. Remits deduction amounts and reports by required deadlines. Scans and maintains filing of payroll documents. Answers and responds to inquiries by telephone and personal visits. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for processing assigned payroll deductions for optional benefits, CERS retirement, garnishments, charity campaigns, and association and union dues
- Verifies pay edits and final totals to ensure proper deduction amounts are withheld for each pay
- Balances assigned deduction reports and remittance checks with the management information services payroll totals and remits to the appropriate vendor/agency by the required due date
- Processes and maintains filing of direct deposit enrollment forms and tax withholding certificates (W-4, K-4).
- Assumes responsibility for classified CERS retirement including completing/filing all CERS forms, reports and remittances by the required deadlines; issuing CERS refunds; maintaining individual files for CERS member; and responding to inquiries from KY Retirement Systems
- Assists with completing certified KTRS reporting and refund forms
- Reconciles extra service totals and files all necessary documentation each pay period
- Answers all inquiries related to appropriate payroll deductions
- Assumes responsibility for data entry to verify supplemental worksheets
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years successful experience in clerical functions
- Skill in the use of business English, spelling and math
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work well in a team situation
- One (1) year payroll experience
- One (1) year college credit in general business

