



REVISED: 07/01/2019
Submitted: 06/11/2019

| | |
|------------------------|--------------------|
| JOB TITLE: | CLERK DEDUCTION |
| DIVISION | FINANCIAL SERVICES |
| SALARY SCHEDULE/GRADE: | IA/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, retirement, garnishments, charity campaigns, and association and union dues; corresponds with employees, vendors, and garnishment attorneys regarding deduction related questions

Reviews payroll warrant summary totals for assigned deductions; insures deduction totals are reasonable and withheld on scheduled pay dates

Verifies garnishment deduction reports and remittance checks; remits to the appropriate vendor/agency by the required due date.

Processes, verifies, and maintains filing of direct deposit enrollment forms and tax withholding certificates (W-4, K-4).

Assumes responsibility for receiving, establishing and maintaining sick bank records; coordinates sick bank processing with unions, association and Payroll staff

Assists with completing KTRS and CERS forms, reports and refunds; maintains files and scanning for CERS and KTRS retirement documents

Assumes responsibility for completing and filing verification of employment forms

Manages incoming phone calls and visitors for the department; answers general payroll related questions via telephone, in person and in writing

Verifies deduction records and withholding history; processes refunds as necessary via the regular and supplemental payroll warrants

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 or finance related position

Excellent math and customer service skills

Ability to communicate in a professional effective manner

| |
|--|
| Ability to work well in a team environment |
|--|

| |
|---------------------------------|
| DESIRABLE QUALIFICATIONS |
|---------------------------------|

| |
|--|
| One (1) year payroll or bookkeeping experience |
|--|

| |
|---|
| Experience in Kentucky school financial systems and reporting |
|---|

| |
|---|
| One (1) year college credit in general business |
|---|

| |
|-----------------------------------|
| Experience in a diverse workplace |
|-----------------------------------|