



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

JOB TITLE:	CLERK DEDUCTION
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
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