

Payroll Assistant

Position Details

Class Code: 3026

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Staff Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, supports the Director III and Payroll Department with day-to-day operations and special payroll-related projects. Position requires proactive, analytical, detail-oriented thinking, as well as strong data analysis skills and familiarity with payroll/accounting software. Supports management with a high degree of awareness, tact, creativity, and initiative in directing/completing projects and resolving problems.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages internal operations of the Payroll Department of Clark County School District (CCSD).
2. Creates and publishes yearly payroll processing calendars.
3. Coordinates, conducts, manages, and analyzes the negotiated sick leave pool processes for all applicable employee associations.
4. Develops and maintains the Human Capital Management (HCM) sick leave pool module.
5. Leads, directs, and oversees staff to ensure smooth information flow, service delivery, and procedural consistency throughout the Payroll Department.
6. Monitors the department budget.

7. Submits/monitors work, purchase, and charge card orders through CCSD software programs.
 8. Functions as a critical point of contact for employee associations and high-level CCSD offices; provides specialized data, as necessary.
 9. Coordinates work with other divisions/units/departments.
 10. Under administrative direction, coordinates staff in completing large-scale projects.
 11. Participates in special projects, reconciliations, research, and analysis; revises reports for usefulness/efficiency and furnishes external reports, letters, and memos, as necessary.
 12. Assists in audits/reviews. Closely examines payroll records and compiles data.
 13. Creates ad hoc reports and analyses, as directed.
 14. Researches, compiles, and analyzes data from different sources.
 15. Performs independent research and prepares/summarizes information for special projects, as assigned.
 16. Responsible for payroll accuracy audits; approves Level 1 requests, as required.
 17. Manages Quick-IT ticket submissions and resolutions.
 18. Researches questions, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
 19. Resolves escalated employee concerns and assists Payroll staff in resolving complex payroll problems.
 20. Frequently contacts the public and employees at all levels, requiring acquisition and delivery of requested information; refers visitors to appropriate administrative staff, when necessary.
 21. Interprets rules, regulations, policies, and procedures to employees and the public.
 22. Researches complex employee retirement reports, identifies anomalies, and responds to Public Employees' Retirement System staff and CCSD employees in detail.
 23. Prepares electronic correspondence, tables, and forms; provides/maintains statistical information; writes/creates memos, correspondence, and/or reports, as directed.
 24. Under the direction of Payroll administration, processes W-2c correction vouchers, as necessary.
 25. Maintains the Director III calendar, schedules meetings, and creates corresponding agendas.
 26. Conforms to safety standards, as prescribed.
 27. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties, managing confidential information and financial/accounting reporting, and directing/leading Payroll Department staff. Able to work independently under the Director III in conjunction with other Payroll Department projects/duties. Deals with diverse matters requiring an extensive knowledge of CCSD.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations.
2. Knowledge of Nevada Fair Standards Labor Act (FSLA).
3. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting standards.
4. Knowledge of management principles, generally accepted accounting principles, standard budgeting/recordkeeping systems, public financial reporting principles, and applicable laws/codes.
5. Knowledge of budget and payroll systems.
6. Extensive knowledge of computers and software applications, including word processing, databases, spreadsheets, and presentations.
7. Ability to plan, organize, and prioritize work; ability to work independently without immediate supervision.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to gain cooperation and conformance without authority.
10. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
11. Ability to demonstrate strong writing skills; perform editorial checking for spelling, punctuation, and grammar.
12. Ability to use discretion and make sound judgments.
13. Ability to demonstrate strong leadership and communication skills.
14. Ability to determine procedures for handling unique problems.
15. Ability to meet predetermined deadlines; flexible in shifting to new tasks when priorities change.
16. Ability to promote public relations and deal tactfully/diplomatically with people.
17. Ability to concentrate on accuracy of details.
18. Ability to work flexible hours or shifts.
19. Ability to judge when to act independently and when to refer situations to an administrator.
20. Ability to cooperate with management, staff, outside agencies, and the public.

21. Ability to recognize/report hazards and apply safe work methods.
 22. Ability to perform mathematical and statistical analysis.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. Six (6) years' secretarial/clerical experience with extensive public contact. Must have included project/staff supervision, organization, coordination, and performance of duties at a responsible level.
3. Professional experience in payroll systems and processing.
4. Five (5) years' payroll experience (federal withholding/Medicare/Federal Insurance Contribution Act (FICA) withholding computations, FLSA wage/overtime computing, calculating/recording payroll deductions, processing payroll transactions, etc.), including independent decision-making, public contact, organizing/coordinating complex records, confidential records, data processing/analysis, etc.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Experience with PeopleSoft HCM Systems.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 10/13/23
- Revised: 08/26/21