

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

PAYROLL AND HUMAN RESOURCES ASSISTANT – LEVEL I

POSITION: Payroll & Human Resources Assistant – Level I

REPORTS TO: Director of Human Resources

LOCATION: Division of Fiscal Services & Human Resources

NATURE OF WORK:

This is highly specialized clerical work in compiling, verifying, and recording employee data in the fiscal services and human resources division. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to: completing requests for verification of employment/salary, processing of terminated employees, data processing, payroll processing, position control maintenance, and the handling of highly confidential employee information. While work may involve general clerical tasks, the management of confidential employee information and accuracy of work product are essential to this position.

ESSENTIAL FUNCTIONS:

- Assist in carrying out duties associated with the processing of the bi-weekly payroll for all employees using a computerized system;
- Enter and maintain employee payroll transactions and records in the eFinance system;
- Coordinate the work flow of employee termination orders;
- Maintain position control module;
- Complete verification of employment/salary for past and present employees;
- Create and/or update employment records in the electronic records management system;
- Assist with other division operations as a back-up;
- Greet and assist visitors to the division and/or answer incoming phone calls; and
- Perform general clerical work as necessary.

DUTIES AND RESPONSIBILITIES:

- Process employment/salary verification requests in a timely fashion;
- Answer telephone calls and emails; responding to requests for payroll information;
- Greet and assist visitors to the division;
- Provide payroll data input and review assistance;
- Perform salary calculations;
- Develop and maintain of a work flow for the eFinance Position Control module, ensuring compliance with the budget;
- Process and review position control reports for accuracy, regularly reconciling to the budget;
- Process the workflow of employee termination orders;
- Use programs required to complete assigned work, i.e., Word, Excel, Power Point, Internet browsers, DocStar Eclipse, eFinance, etc.;
- Maintain computer and hard copy files in such manner that ensures easy access to information;
- Create electronic employee records and update as needed;
- Maintain confidentiality of reports, records, correspondence, and communications;
- Prepare and type reports, letters, and maintain electronic files to include regular scanning of pertinent payroll and employment documents;

- Support the overall operations of the Division of Fiscal Services and Human Resources;
- Demonstrate courteous and professional treatment of all employees and visitors of SMCPs;
- Ability to support in a back-up capacity other aspects of the Division of Fiscal Services and Human Resources operations, to include the Absence Management substitute and leave management system;
- Ability to manage multiple tasks; and
- Perform other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent required;
- 3 years of school secretarial or school system office experience of which at least 1 year of experience must be in maintaining payroll records;
- Experience supporting administration or an administrator in SMCPs;
- Knowledge of SMCPs personnel, policies, and activities;
- Demonstrated proficiency in the use of Microsoft Suite, preferred proficiency in creating and using formulas and pivot tables in MS Excel;
- Exemplary communication, interpersonal, and organization skills;
- Ability to interact with the public and SMCPs staff with diplomacy, poise, a positive attitude, and spirit of cooperation; and
- Ability to manage multiple priorities, multi-task, and to work independently.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP