



POLICE PAYROLL SPECIALIST I

Department: POLICE
GRADE 13

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Coordinator, performs various administrative and support tasks in the police department including but not limited to maintaining payroll and timekeeping records, working with computer programs such as On Duty Scheduling Software, and related information technology programs. Responsible for maintaining the timekeeping and payroll records of all Police employees, ensuring they are updated daily or as required by City's Payroll Department in compliance with city and department standards. Performs any and all functions, projects, tasks, etc. as directed by the Chief of Police and/or his designee.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintains timekeeping and payroll records.
2. Operates computer systems related to assigned administrative duties: On Duty Scheduling Software, Microsoft Office.
3. Prepares reports relating to payroll such as but not limited to overtime, court time and annual time.
4. Checks attendance records for accuracy and conformity to city and department policies and standards.
5. Performs various support tasks which includes responding to telephone or email inquiries related to employees payroll records.
6. Performs any administrative tasks relating to payroll and employee scheduling.

REQUIREMENTS:

1. High school diploma or GED, 3 years experience working in a law enforcement agency.
2. Proficient with standard office suites and prior experience with proprietary software.
3. Ability to communicate effectively, orally, and in writing.
4. Knowledge of departmental and municipal rules, regulations, policies, and procedures.
5. Ability to make decisions and interpretations in accordance with established rules, policies, and procedures.
6. Ability to maintain complex records and prepare reports.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Knowledge of general offices practices, procedures and equipment.
2. Ability to communicate effectively, orally and in writing.
3. Ability to follow oral and written instructions.
4. Ability to critically analyze information and problem solve.
5. Ability to think clearly and logically
6. Skill with modern office equipment
7. Ability to write thorough, accurate reports.

PHYSICAL REQUIREMENTS: 1

ENVIRONMENTAL REQUIREMENTS: 1

SENSORY REQUIREMENTS: 8,9