



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

PAYROLL RECORDS CLERK (DETENTION)

Department:	SHERRILL/DETENTION		
Starting Salary Range:	\$24,099 – 27,189		
Position Number:	183		
FLSA Status:	Non-Exempt position, eligible for overtime		
Safety Sensitive Designation:	This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.		
Opening Date:	4/05/21	Closing Date:	4/16/21 at 5:00 PM

JOB SUMMARY:

Responsible for the preparation and processing of payroll and timekeeping for Detention employees and preparation of related reports.

ESSENTIAL JOB FUNCTIONS:

- Enters the time and attendance reports into the computer for each employee based on information submitted by supervisors.
- Verifies the availability of leave time for staff prior to reporting usage on payroll report.
- Prepares payroll sheets and leave time reports for payroll office.
- Enters holidays used by employees into computer, records holidays used on holiday report for Payroll.
- Calculates over-time earned by employees; enters these hours into computer and on payroll reports.
- Prepares monthly payroll recap reflecting hours worked and leave time used for verification by employees and supervisors.
- Distributes payroll checks to staff; ensures receipt is verified.
- Calculates lump payout of accumulated leave time for terminating employees.
- Maintains payroll hours worked for grants; prepares report reflecting amount used and amount remaining.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Inputs any salary changes or termination of employees into the system.
- Performs other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

Visual acuity necessary for use of the computer screen.
Digital dexterity needed for keyboard operation.
Ability to communicate orally in person and by telephone.

WORKING CONDITIONS:

Work is performed in a smoking restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school including business, math, or related coursework; some experience with maintenance of payroll, time, or related records; or any equivalent combination of experience and training which provides the required skills, knowledge, or abilities.

Employment is contingent upon satisfactory completion of a criminal background examination, traffic offense check, sexual offender check, and child and adult maltreatment checks.

ADDITIONAL REQUIREMENTS:

None

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

April 05, 2021

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