

## Leon County Public Schools Classification Specification

Salary Grade 26

### Summary Information:

**Classification Title:** Assistant Payroll Supervisor                      **Date Prepared:** 04/2003

**FLSA Status:** Exempt

### Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

### Activity Identification

#### Activity Name

326	Payroll Administration	Administer payroll policies and procedures. Answer questions and resolve problems of payroll preparers.
327	Payroll Preparation	Compile and compute payroll for salaried staff, temporary and hourly workers, and teachers.
328	Payroll Verification	Review payrolls submitted by schools and departments for accuracy and completeness. Answer questions of payroll preparers.
329	Payroll Processing	Enter payroll data in computer system or prepare checks. Validate and distribute.
330	Payroll Reports	Prepare various reports, including deduction registers and payroll costs allocations.
334	Accounts Payable	Review invoices for accuracy. Match invoices with packing slips and purchase orders. Enter codes for accounting system. Coordinate with department that initiated the purchase. Answer vendor inquiries about payment.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
032	Time Records	Maintain time records.
019	Clerical Scheduling	Coordinate schedules and coverage of clerical staff (e.g., vacation, Christmas/spring break schedules).
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
999	Assigned Duties	Perform other duties as assigned.

**Leon County Public Schools  
Classification Specification**

Salary Grade 26

**General Classification Specification Factors:**

**Education/Experience:** B.A. Degree or B.S. Degree with three years related experience; or  
A.A. Degree with five years related experience; or  
Vocational Training (720 hours) with six years related experience; or  
High School diploma or equivalent with seven years related experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003