



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Payroll Assistant II  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: PG06  
Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform specialized and responsible work that may include supervisory responsibilities in assisting the administration of payroll for the school district.

### Essential Functions of this Job

Trains new payroll secretaries. Provides extended assistance to school and department personnel who are responsible for payroll. Provides cross training within the payroll department. Completes wage verification forms, workers' compensation, and other "lost wage" forms as requested by insurance companies, banks, agencies, and employees. Ensures that leave quotas are accurately maintained in the system. Interprets and advised employees on payroll policies. Assists principals and administration with payroll matters. Researches questions and solves problems. Provides documentation for employees wishing to transfer leave quotas to other counties. Reviews, verifies and inputs leave quotas being transferred in from other counties. Prints Electronic Personnel Action Forms (e-paf's) for all employees for Payroll to process. Processes sick leave donations for Polk County School Board employees. Sets new hire and re-hire default payroll information in system. Processes leave of absences and return from leave of absences. Performs related work as required.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of payroll systems, policies and administration. Considerable knowledge of modern office practices and procedures. Proficient in the use of the computer and other office machines.

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Ability to set priorities and manage time. Ability to communicate effectively, orally and in writing. Ability to perform well under the pressures of deadlines. Ability to direct employees and step in and complete assigned duties when necessary. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED. A minimum of one year's experience in a payroll capacity in the public or private sector.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0447  
EEO5: 51  
Approval Date: 2000-05-09  
Date Last Revised: 2015-04-28

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*