



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules
Classification: Payroll Specialist I (Human Resources Specialist I)
Posted: 07/06/2017

Final Filing: July 24, 2017
Starting Salary: \$3,100/mo.
Position Location: 1020 N Street, Suite 300 Sacramento, CA 95814

Duties and Responsibilities

Under the supervision of the HR Director, the Payroll Specialist performs technical, analytical and administrative work in support of the processing of payroll in accordance with established practices. Duties include checking and auditing timekeeping records; maintaining payroll and related records; recording the use of vacation, sick days, and miscellaneous leaves of absences; entering new hires into the payroll system; posting changes in pay and tax status; processing separations; and responding to employee questions. Position requires excellent attention to detail, good judgment and discretion, and the ability to adapt to changing work priorities with little advance notice. Work hours are 9:00 am – 5:00 pm, Monday through Friday, with additional hours required based on the business needs of the department.

Requirements

- Performs complex clerical and administrative work in processing payroll functions, requiring excellent judgment and discretion with exceptional customer service.
- Assists in the maintenance and organization of records and accounts.
- Prior payroll experience, including payroll input and calculations preferred.

- Ability to perform calculations using fractions, percentages and ratios.
- Ability to work under time pressure to meet deadlines and prioritize tasks.
- Establishes, revises and maintains filing systems and other clerical procedures.
- Communicates clearly and concisely, both orally and in writing.
- Ability to handle sensitive information and maintain confidentiality.
- Makes sound decisions in accordance with rules, regulations and policies.
- Works efficiently and effectively under pressure with excellent attention to detail.
- Establishes and maintains cooperative relationships with those contacted in the course of work.
- Develops and runs various payroll reports, testing scenarios and analyses.
- Demonstrated proficiency with Microsoft Excel, Word and Outlook.
- Performs other duties and/or special projects as assigned.

Contact: To Apply submit a cover letter and resume to:
Human.resources@asm.ca.gov