

**HIDALGO COUNTY
TREASURER'S DEPARTMENT**

Job Title: Payroll Data Specialist II

FLSA Status: Non Exempt

Dept No: 150

Civil Service Status: **NON EXEMPT**

SUMMARY:

To provide assistance to the Payroll Supervisor and Assistant Payroll Supervisor regarding all operations and activities of the Hidalgo County Treasury Payroll Department and to perform variety of administrative and clerical duties. Receive supervision from County Treasurer, Office Manager and Payroll Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in typing, filing, shredding, faxing, etc.;
- Tabulating time sheets;
- Reviewing and correcting amended time sheets;
- Assist all departments with corrections to time sheets and other reports;
- Maintain and verify available balance for vacation, sick leave, comp-time and holiday;
- Maintain all records accurately;
- Processing change of status forms, deduction changes, court orders and verification of employment, etc.;
- Generate various payroll reports as needed;
- Answer telephone and respond to questions pertaining to payroll;
- Additional duties may be assigned according to the changing needs of the Payroll Division;
- Assisting in any/all other duties assigned by the Hidalgo County Treasurer.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- Associate of Applied Science in Accounting from a Junior College;
- Or the equivalent of four (4) years experience with at least one year experience in governmental payroll;
- Minimum of (2) two years experience in database design & maintenance, experience and knowledge in Microsoft Access, HTML, SQL, and Crystal Reports;
- Must have background knowledge in computer operations in a payroll environment;
- Must be able to work with electronic spreadsheets and word processing.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES:

- Extensive knowledge of computer applications: Microsoft Word, Excel and Power Point;
- Type sixty (60) words per minute;
- Use ten (10) key calculator by touch is mandatory;
- Ability to meet deadlines and work quickly and accurately under pressure;
- Accuracy with numbers and details;
- Positive attitude and fast efficient learner;
- Able to establish and maintain effective working relationships with other county employees, officials and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Sitting for extended periods of time;
- Operating assigned equipment.

Maintain mental capacity, which permits;

- Making sound decisions and using good judgment;
- Handling financial affairs effectively and honestly;
- Maintaining confidentiality;
- Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions, which involve:

- Working closely with others;
- Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations;
- Reading and writing;
- Operating assigned equipment;
- Communication with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.