

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2200

OPEN COMPETITIVE EXAMINATION FOR: PAYROLL CLERK II

SALARY: \$37,087.25 ~ \$49,358.57/yr., paid hourly, \$20.38 ~ \$27.12/hour, 35 hours/wk., paid bi-wkly.

(NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

December 17, 2018

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Enters data from timesheet, time cards or other records to produce a payroll file; Collects payroll information, such as withholdings, wage garnishments, direct deposits and voluntary deductions for new employees and changes for established employees and updates employee files; Interprets union contracts; Calculates workers compensation; Runs edit reports and performs batch entry balancing and review of time entries; Logs and balances batches; Runs exception reports; Checks for reasonableness in procedures; Monitors deadlines; Solves problems; Prepares and distributes paychecks to departments; Manages absence management plans for the City; Manages long-term sick payouts, separation and payout processing, retro pay calculations and deduction adjustments; Furnishes payroll information to departments, payroll vendors and other agencies; Records the number of days per year that substitute teachers work and runs processing jobs; Assists and operates as Payroll Supervisor backup functions as needed; Mentors and trains Payroll Clerks; Performs special projects and other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of basic accounting and payroll processing procedures; Ability to use a computer keyboard and enter data with speed and accuracy; Ability to use and create Excel spreadsheets; Ability to follow complex oral and written directions; Ability to solve problems and work under the pressure of deadlines; Team leadership skills.

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IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Possession of a High School Diploma or G.E.D. and three (3) years' experience performing administrative, payroll or account keeping functions using a computer system OR an Associates' Degree or Certificate in Accounting and one (1) year experience performing administrative, payroll or account keeping functions using a computer system OR a Bachelors' Degree in Accounting, Business Administration, Finance or Management. Regardless of above, must have hands-on work experience in creating and maintaining Excel spreadsheets.

**COPIES OF REQUIRED DOCUMENTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

DIPLOMA/CERTIFICATE/DEGREE/TRANSCRIPTS

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association-WCEA. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request