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**NASSAU COUNTY**

**Title : ASSISTANT PAYROLL  
SUPERVISOR**

**SCHOOL DISTRICTS**

**Code : 040270 CNK**

**CLASS SPECIFICATION**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists in supervising the processing of payrolls by applying established departmental procedures; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the exercise of judgment in assisting in the planning, organizing, and directing of the activities of subordinates.

**TYPICAL DUTIES**

- \* 1. Supervises and directs subordinate personnel engaged in processing employee payrolls.
- \* 2. Trains, instructs, and counsels subordinates in the proper payroll processes.
  - 3. Assists in implementing new methods and procedures for expediting payroll processes.
- \* 4. Prepares reports and makes recommendations as needed.
  - 5. Answers questions relative to retirement system, social security, and payroll.

**\*ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

- 1. Considerable knowledge of modern office practices, procedures, and equipment.
- 2. Considerable knowledge of bookkeeping methods and principles.
- 3. Ability to establish and maintain effective working relationships with employees and the public.
- 4. Ability to plan, assign, and direct the work of subordinates.
- 5. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

Four years of satisfactory experience in payroll or auditing work.

**NOTE:** Experience, as outlined above, in excess of the four-year requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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