



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### PAYROLL AND TIMEKEEPING CLERKS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Payroll and Timekeeping Clerks	R3051B	35	
Payroll and Timekeeping Clerks	R3051O	40	
Payroll and Timekeeping Clerks	R3051A	45	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.

#### Nature of Work

Payroll and timekeeping clerks compile and post employee time and payroll data. They ensure that employees are paid on time and that their paychecks are accurate.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role distribute and collect timecards for each pay period.
- Employees perform data entry of time worked and may assist in resolving errors.
- Employees review employee records, timecards to ensure information is properly recorded; and maybe responsible for informing managers and other employees of procedural changes.

#### Recommended Education and Experience for Full Performance

High school diploma or Equivalent and one (1) year of directly related experience in payroll processing/timekeeping, accounting/bookkeeping or human resources.

#### Minimum Qualifications

High School diploma or Equivalent.

#### Operational

- Employees in this Role independently perform payroll, timekeeping, and employee benefits functions.
- Employees ensure that employees are paid on time and that their paychecks are accurate.
- Employees may resolve errors if inaccuracies arise, and prepare and distribute related documents to other employees.

## PAYROLL AND TIMEKEEPING CLERKS

### **Recommended Education and Experience for Full Performance**

High school diploma or Equivalent and one and one half (1.5) years of directly related experience in payroll processing/timekeeping, accounting/bookkeeping or human resources.

### **Minimum Qualifications**

High School diploma or Equivalent and three (3) months of directly related experience in payroll processing/timekeeping, accounting/bookkeeping and/or human resources.

### **Advanced**

- Employees in this Role coordinate all payroll activity and are responsible for developing and implementing changes in timekeeping and payroll procedures.
- Employees are responsible for keeping abreast of changes in employment and tax laws.

### **Recommended Education and Experience for Full Performance**

High school diploma or Equivalent and two (2) years of directly related experience in payroll processing/timekeeping, accounting/bookkeeping or human resources.

### **Minimum Qualifications**

High School diploma or Equivalent and six (6) months of directly related experience in payroll processing/timekeeping, accounting/bookkeeping and/or human resources.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

## PAYROLL AND TIMEKEEPING CLERKS

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Time Management** — Managing one's own time and the time of others.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*