
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Payroll

Grid: 11

Class Title: Clerk III, Payroll

I. Level Definition

Positions at this level perform clerical duties related to the preparation and processing of payroll information such as salary warrants, master files and preparing manual vacation payroll cheques.

II. Typical Duties

1. Records payroll information such as hours worked, wage rate, deductions, and completes salary warrants by transcribing information from records such as time/flow sheets.
2. Verifies cheques against input data; sorts and distributes cheques as required
3. Answers inquiries related to the preparation and processing of payroll information by providing information such as pay periods, distribution of cheques and deductions such as benefits, union dues or referring to the appropriate area.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and one year's recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.