COBB COUNTY SCHOOL DISTRICT

**EMPLOYEE NAME:** _____

Created: 6/15 Revised: 6/18;11/23;9/24 ;1/26; 10/26

# JOB DESCRIPTION

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| **POSITION TITLE:** Clerk IV, Transportation Payroll Assistant | **JOB CODE:** 463C |
| **DIVISION:** Operational Support | **SALARY SCHEDULE:** Office Clerical/Technician Annual |
| **DEPARTMENT:** Transportation | **WORKDAYS:** 231 |
| **REPORTS TO:** Senior Executive Director of Transportation | **PAY GRADE:** Rank IV (NC04) |
| **FLSA:** Non-Exempt | **PAY FREQUENCY:** Monthly |
| **PRIMARY FUNCTION:** Performs essential clerical functions as related to payroll process, entry, submission, and accounting for employee time and leave for the department. | |
| **REVISION DATE(S)**: 11/23; 9/24; 1/26 | |

**REQUIREMENTS:**

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| 1. | Educational Level: High School Diploma or High School Equivalent required; some college/technical training preferred |
| 2. | Certification/License Required: None |
| 3. | Experience: 2 years of routine clerical experience with payroll/accounting function duties preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication, Data entry, Microsoft programs |

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

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| 1. | Demonstrates prompt and regular attendance; work hours may vary during the school year. |
| 2. | Posts data for bi-weekly and monthly payrolls. |
| 3. | Replies via e-mail and enters all time corrections into district payroll systems. |
| 4. | Makes any adjustments to Field Trip time entry as requested. |
| 5. | Files and maintains all corrections, ROA's, and time cards. Archive payroll documents as required. |
| 6. | Calculates and enters paper timecards into CTMS. |
| 7. | Assists in entering leave, adjustments and supplemental pay into CTMS as needed. |
| 8. | Review time entry for accuracy. |
| 9. | Complete supplemental pay forms. |
| 10. | Creates spreadsheets/documents using Microsoft Word and Excel. |
| 11. | Assists with phone coverage at the front desk as needed. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____