



Code: 0450
Family: Clerical and Office Administration
Service: Administrative
Group: Clerical, Accounting and General Office
Series: General Clerical

CLASS TITLE: CLERK IV (TIMEKEEPER)

CHARACTERISTICS OF THE CLASS

Under supervision, the class performs the full range of payroll and timekeeping duties for a large City department, and performs related duties as required

ESSENTIAL DUTIES

- Updates the Chicago Automated Time and Attendance (CATA) system with timekeeping and payroll codes to ensure employees' time records are accurate (e.g., regular and overtime hours worked, vacation, etc.)
- Audits manual time records to ensure hours reflected in CATA are accurate
- Prepares and reviews payroll registers and exception reports for completeness and accuracy and makes corrections as required (e.g., over and underpayment errors)
- Prepares special supplemental time rolls (e.g., V-rolls, Z-rolls, etc.) to ensure retired, deceased and terminated employees are compensated correctly
- Calculates time earned and pro-rated time for vacation purposes
- Processes payroll changes for temporary salary changes (e.g., multi-rate, acting-up, etc.)
- Prepares final time calculations for employees leaving City employment
- Interprets labor contract provisions and applies established timekeeping rules governing the compensation of employees for hours worked based on union contracts and the salary ordinance
- Explains payroll policies and procedures to employees in person and over the phone and clarifies discrepancies
- Serves as liaison with the Comptroller's Office regarding new or modified timekeeping processes and policies
- Maintains timekeeping records and related supporting documentation for departmental employees
- Prepares and generates various timekeeping reports (e.g., accrual and balance reports, year-end, etc.)
- Sorts and distributes payroll checks
- Files and stores payroll documents (e.g., payroll registers, edit forms, etc.)
- Responds to requests for employment verifications and generates missing wage reports, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of timekeeping, payroll or clerical work experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- No specific requirement

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- timekeeping and payroll policies and procedures
- report preparation methods, practices, and procedures

Some knowledge of:

- basic arithmetic computations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Clerk IV (Timekeeping) class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MATHEMATICS – Use mathematics to solve problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2015