

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Manager, Compensation

GENERAL RESPONSIBILITIES

1. Prepares employment forms for data entry.
2. Responds to compensation-related questions from district employees and the general public.

SPECIFIC RESPONSIBILITIES

1. Sorts employment documents and identifies, interprets and codes data to be entered into the computer.
2. Compares data entered with source documents to detect errors.
3. Reviews error reports and enters corrections into computer.
4. Routes employment documents after entry.
5. Updates employee records to reflect personnel actions and to provide information for payroll and other uses (i.e., supplements, I-9's, retirement payments).
6. Maintains confidentiality of all employee information.
7. Prepares payroll memos.
8. Compiles data and prepares reports.
9. Types correspondence.
10. Responds to compensation related inquiries.
11. Accesses, inputs and retrieves information and data from a computer.
12. Performs other duties as assigned.