

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST III, Transportation--Payroll

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of experience in clerical activity.
- Knowledge of computer applications as related to specific job functions; computer data entry experience desirable.

**REPORTS TO** Payroll/Field Trip Manager

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To evaluate attendance data submitted by transportation personnel and calculate and process necessary data to produce accurate payrolls.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Process payroll documents to include extra time sheets, field trip reports, and driver/ monitor time sheets.
2. \* Report absentees daily on drivers and monitors.
3. \* Assist employees with matters concerning salaries, deductions, and benefits.
4. \* Reconcile information for payroll purposes and post to the appropriate payroll system.
5. \* Assist with training new employees on payroll procedures.
6. \* Process appropriate documentation for employee leaves and maintain files to support employee leaves.
7. \* Maintain files on employees extra time sheets, field trip reports, and driver/monitor time sheets.
8. Perform other duties as assigned by the Payroll/Field Trip Manager

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**C-C \$31,925 - \$56,694**  
M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **16**  
EEO-5 Line **51**

Function **7800**  
Survey Code **78099**  
Job Code **1909**

##### ADA CODES

2 **Light Work**  
3 **A - I / K - V**  
4 **A - C / E - G**

##### BOARD APPROVED

**October 10, 1995**