



**Position: PAYROLL ASSISTANT**  
**Civil Service Title: Office Assistant Trainee**

**October 5, 2015**

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**Main Functions:**

The Payroll Assistant maintains and processes payroll records for employees, provides customer service, conducts filing, and other entry level duties in the Personnel Office.

**Reports to:** *NORDC Personnel Supervisor*

**Duties:**

- Assist Personnel Supervisor with organization, distribution, and collection of the City of New Orleans personnel and payroll forms
- Assist Personnel Supervisor with ongoing customer service related to ADP
- Operates a variety of general office equipment such as adding machines, calculators, copiers and personal computers to access payroll information.
- Posts figures and enters data on appropriate payroll documents and/or enters data in computer system; and performs other related duties as assigned.

**Knowledge, Skills and Abilities:**

- Proficient spoken and written English
- Excellent customer service skills and abilities
- Ability to conduct accurate and timely data entry tasks
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner
- Ability to maintain appropriate confidentiality regarding personnel information

**Compensation/Work Week/Probation Period:**

- Base Wage/Status: \$10,553.00/annually, \$10.15/ hour, NON-EXEMPT
- Work Week: 20 hours per week, 10:00 am – 2:00 pm, Monday – Friday
- Probation Period: Six (6) months with option to extend