



POSITION: PAYROLL ASSISTANT
Civil Service Title: Office Assistant Trainee

Main Functions:

The Payroll Assistant maintains and processes payroll records for employees, provides customer service, 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 health care forms
- Assist Personnel Supervisor with the rollout, training, and implementation of conversion to ADP
- Maintains various payroll records such as timecard sheets, payroll journals and ledgers.
- Operates a variety of general office equipment such as adding machines, calculators, copiers and personal computers to access payroll information.
- Makes and checks routine arithmetic calculations; posts figures and enters data on appropriate payroll documents and/or enters data in computer system.

Knowledge, Skills and Abilities:

- Proficient spoken and written English
- Able to respond to all phone calls and emails within one business day; adept at dealing with the public in a courteous manner.
- Detail-oriented, punctual, reliable and trustworthy
- Available to perform any other related duties as directed by NORDC leadership.

Compensation:

Base Wage: \$10.10/hour
Work Week: 20 hours per week