



**PASCO SHERIFF'S OFFICE  
POSITION DESCRIPTION**

**POSITION NUMBER:** \_\_\_\_\_

**Retirement Class Code:** HA

**Class Title:** Payroll Technician

**Type of Position:** CIVILIAN

**Pay Grade:** H30 \$18.07 - \$28.00

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- 1. Workweek:** Full Time (40 hours per week)
  - 2. FLSA:** Non-Exempt from overtime
  - 3. EEO Category:** 06 (ADMINISTRATIVE SUPPORT)
  - 4. Department:** Management Services
  - 5. Section/Org Code:** Compensation; Org. Code 8810
  - 6. Location:** New Port Richey
  - 7. Job Summary:** Highly responsible and visible civilian clerical position relating to the compiling, maintaining and verifying diverse statistical, fiscal and bookkeeping records and accounts relevant to financial processing.
  - 8. Working conditions:** Works in a standard office environment.
  - 9. Position reports to:** Finance Director or designated supervisor.
  - 10. Position directly supervises:** This position does not supervise another position
  - 11. Education and Experience:** High School Diploma or GED Equivalency required. Associates degree preferred. Minimum of two years related experience in financial functions required. Proficiency in Microsoft Excel required. Must maintain a valid Florida driver license at all times. Unescorted CJIS clearance as authorized by FDLE is required.

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**12. Illustrative duties and responsibilities:**

**90% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks:** Maintain the integrity of the data submitted to the Finance Section; verify, accurately enter and record payroll deductions/changes/cancellations; thoroughly reviews, balances and accurately reconciles payroll information for their respective area of responsibility; participate in meetings and training as directed and in accordance with established agency policies/procedures. Accurately prepares and processes direct expenses for payroll in a timely manner; Ensures the supportive detail for transactions have been properly authorized for final processing; Receives and reconciles insurance premium payments from retirees, members on LWOP or carrying COBRA insurance; Reconciles insurance bills with employee deductions and benefits; Prepare eft payments or checks for reconciled insurance premiums; Update, complete, and submit all required reports/documents/forms to the appropriate authority/personnel. Record, track, and follow up on incoming correspondence/action documents. Research, organize, summarize, and assemble requested information/documentation from various files and sources as needed, maintain files, spreadsheets and documentation.

Duties as assigned to include, but are not limited to:

Records management activities for payroll records, including boxing, labeling, storage and retrieval, record keeping. Maintain and reconcile employee flexible spending accounts, coordinates with Human Resources and third party vendors to resolve discrepancies. Purge individual member payroll records and retiree records from archived files, sending to records

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or for destruction as applicable.

**10% DUTY AREA - GENERAL DUTIES Illustrative Tasks:** Complete assignments as directed and perform other duties as needed; maintain professional work area; complete time sheets; file/retrieve all pertinent documentation/reports in the appropriate physical or electronic files/folders; Send/receive faxes and emails; generate copies; use telephone, computer, software, office equipment and agency vehicles; communicate in an effective, professional and polite manner.

**3. Associated knowledge, skills and abilities:**

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**13. Associated knowledge, skills and abilities:**

***KNOWLEDGE OF:***

Agency General Orders policy and procedures  
Code of Ethics as stipulated by agency General Orders  
General payroll policy and procedures  
General Human Resources policy and procedures as they relate to payroll  
Business management/banking practices  
Accounting Competency in accordance with generally accepted accounting principles  
Computer Software related to accounting and finance functions

***SKILLED IN:***

Use of office equipment: computer/software/office equipment word processing, spreadsheet, data-base, and other specialized computer software, printer, facsimile, copier, 10-key adding machine and any equipment required to perform position tasks  
Time management  
Problem solving  
Team building, contact with public  
Organizational, planning and scheduling skills  
Accounting operations  
Microsoft Excel, Microsoft Word, Microsoft Outlook

***ABILITY TO:***

Clearly speak, understand, read, and write English  
Effectively communicate  
Make sound decisions  
Perform basic mathematical functions  
Operate a personal computer, peripheral equipment and assigned software  
Prepare documents, forms, reports, tables, and other correspondence  
Possess manual dexterity sufficient to perform required job skills  
Maintain discretion regarding sensitive data  
Ability to prioritize in order to meet all required deadlines

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Demonstrate a positive working relationship with all agency personnel

**MINIMUM PHYSICAL AND OTHER REQUIREMENTS:**

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work shift work

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**14. Equipment or machines routinely used in this position:** Telephone; agency computer, software programs; calculator; photocopier; facsimile machine, agency vehicle.

**15. Amount and type of supervision position receive:** Employee works under moderate guidance and supervision from the Finance Director or designated supervisor.

**16. Review procedures:** Work is reviewed upon completion and/or periodically by the Finance Director or designated supervisor. Receives a formal, written performance appraisal in accordance with General Order 35.1.

**17. Tier 2 – Mission essential:** This position designation is for those that are needed to ensure the continued operations of mission essential functions for the agency. These positions are not in leadership or specialized capabilities, but provide limited logistical support to operations. This position designation supports requirements other than immediate emergency response and organizational leadership

**18. Remote Work.** Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

**19.** This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.



## **PASCO SHERIFF'S OFFICE POSITION DESCRIPTION**

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.