



## NOTICE JOB POSTING

**TO:** Police Department (all divisions) employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

**FROM:** Civil Service Commission Office

**DATE:** Friday, May 10, 2024

**RE:** Payroll Clerk (Police Administration) – Police Department

The City of Bridgeport's **Police Department** has an opening for the position of Payroll Clerk (Police Department).

This position is to provide technical payroll processing work of a difficult and responsible manner. Responsible for preparing various data processing forms and time entry for various personnel and payroll functions under minimum administrative direction. Position is granted general latitude for the exercise of judgment and payroll/accounting principles in coordination with municipal payroll, Civil Service, Finance and Police Department stakeholders. A job description is attached.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$66,517.00 (Step 1) - \$68,344.00 (Step 2) - \$72,939.00 (Step 3 – Top). The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed \$72,939.00 (reference NAGE RI-200 CBA Article 25.5).

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the Police Department. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, Room #106 or [COB.JOBS@bridgeportct.gov](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line: *"Payroll Clerk (Police Administration) – Member Name – NAGE Bid."*

**DEADLINE TO APPLY IS FRIDAY, MAY 17, 2024.**

This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

**CITY OF BRIDGEPORT  
JOB DESCRIPTION**

Job Title: **Payroll Clerk (Police Administration)**  
Department: Police  
Reports To: Chief of Police and/or Department Authority/Designee  
Union / Pay Grade: National Association of Government Employee (NAGE)  
Job Class Code: TBD

**SUPERVISION RECEIVED:** Ranges from Daily to minimal; supervision provided on an as-needed basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Prepares data processing forms for various personnel and payroll changes.
- Collect all time entry information and verify extra pays have been approved by supervisor prior to moving into MUNIS.
- Overtime Payments are properly coded, and comments inserted.
- Verify the accuracy of each payment that has been imported into Time Entry and moved into EDFM.
- Verify pay rate of all employees in Police locations are correct. Civil Service will correct any errors.
- Enters, retrieves, imports, and exports data from computer systems and software (i.e. MUNIS, KRONOS, etc.)
- Checks and verifies payroll appropriation sheets and makes necessary adjustments and corrections.
- Assists with the tracking of a variety of personnel records to include but not limited to:
  - (1) Sick leave
  - (2) Vacation
  - (3) Personal time
  - (4) Holidays
  - (5) Compensatory
  - (6) Employee personnel history
  - (7) Etc.
- Reviews time and attendance.
- Assists with the tracking of salary and personnel changes including overtime, merit increases, general wage increases, longevity, retroactive payments, warnings, suspensions, holiday pay, leaves of absence, terminations, etc.
- Posts employees' weekly pay into appropriate payroll records and/or HRIS system.
- Verify accuracy and initiatives any corrections or adjustments.
- Responsible for verifying the accuracy of payments made prior to the processing of final pay. Any discrepancies found must be brought to the attention of the respective Civil Service Payroll Clerk II.
- Assists with the distribution of payroll checks as needed. Assists with the adjustment of checks such as cancellations, manual checks, etc.
- Works with a variety of reports related to workman compensation, leaves of absence, family medical leaves, wage verifications, etc.
- Performs general administrative work in relation to the position, routine filing, and assists with the handling of inquiries pertaining to payroll.
- Demonstrates expertise with required computer software.
- Other duties as assigned by the Chief of Police and/or Designee.
- Assists with Departmental payroll operations to achieve goals within available resources.

**MINIMUM EDUCATIONAL REQUIREMENTS:**

High School Graduation. Three years of satisfactory office experience preferably with some experience in bookkeeping and computation work. Tenure as a Civil Service Typist II, Clerk II or Accounting Clerk I for at least one year.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of office practices and procedures.
- Working knowledge of various city departments. General knowledge of municipal government is preferred.
- Ability to maintain complex and varied clerical records and to prepare reports.
- Basic knowledge of routine data processing techniques including coding and data entry.
- Ability to work under pressure and effectively with others.
- Attention to detail and accuracy.
- Strong interpersonal, organizational, written and oral communication skills required.
- The ability to be able to work independently and as part of a team.
- Knowledge of federal and state payroll and taxation laws, and reporting requirements.
- Computer literacy: Intermediate to advanced knowledge of MS Office applications (Word, Excel, and Outlook). Advanced proficiency in payroll computer systems and software.

**PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments such as a computer keyboard and terminal, photocopier, and calculator.
- Must be able to coordinate eyes, hands, limbs in performing skilled movements such as rapid keyboard use.
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.*