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##### PERSONNEL/PAYROLL OFFICER

**DEFINITION**:

Under general administrative direction, is responsible for personnel and administrative work of considerable difficulty in the administration of the personnel/payroll management system; and performs other related work as required.

##### EXAMPLE OF DUTIES:

Performs routine and advanced administrative work requiring considerable knowledge in payroll/personnel procedures and policies; is responsible for maintaining master list of all approved class titles, job descriptions, Personnel Management Policies and Procedures, Classification Plan, personnel files on each employee; works closely with department heads in all areas of personnel administration; preparation and administration of payroll; reconciles bank balances; process health insurance claims and occupational injury reports; types various letters, memos, statements that relate to personnel/payroll. Administers the employee benefits programs; works closely with department heads and Louisiana Employment Security Office in placing job orders and applicants; assists Administrator and Treasurer in the various affairs of parish government operations.

##### MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities: Good knowledge in personnel/payroll management, accounting and finance. Comprehensive knowledge of modern office practices, procedures and equipment, including computerization. Ability to prepare detailed and accurate monthly, quarterly and end of year reports; ability to understand and complete health insurance information and other employee benefits; ability to keep confidential information; knowledge and ability to serve as back-up person; ability to maintain effective working relationship with other employees and the general public.

Training and Experience: Degree from an accredited four (4) year college or university with major in Business Administration or related Business field; and five (5) or more years of progressively responsible experience in business administration.

License: Appropriate Vehicle Operations License.