

Middletown, CT Job Description

Classification Title	Scheduling & Payroll Clerk
Job Code	
Department	Police
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of the position is to plan and coordinate work schedules and payroll for the Middletown Police Department. ~~Work is performed under the supervision of the Chief of Police or designee.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules all police assignment activities including work schedules and private duty assignments. Hires to fill private duty jobs for sworn personnel and rotational needs.
- Prepares weekly payroll. ~~;~~ Enters all payroll data into computer system.
- Maintains all reports for sick time, overtime, Order Ins and Private Duty assignments.
- Maintains balances for sick, vacation, personal and compensatory time.
- ~~Responsible for Accounts Receivable~~ Creates and tracks ~~for~~ Private Duty invoices/payments. Makes corrections to companies, locations and hours. Enters amounts received into invoicing program. Runs and mails monthly invoices.
- Prepares and performs general clerical assignments. ~~as required.~~ Maintains files, memos, requests and folders.
- Responds to inquiries from vendors and the public.
- ~~May be required to assist other office staff with assignments.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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~~Associates Degree in accounting with two years of increasingly responsible financial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. High School Diploma and related office experience.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

~~Some college-level coursework in Business related field and FAA Radio training.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations. Ability to read, understand and convert to Military time
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to operate the police radio in a professional manner utilizing police radio codes in accordance with laws and regulations.
- ~~Requires the ability to communicate orally and in writing with the Police Department Administrators, other department personnel, other City departments, employees, outside agencies and the public.~~
- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations

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- Ability to Ddevelop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

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- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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