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Job details

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Bulletin Number	22930BR
Type of Recruitment	Transfer Opportunity
Department	Auditor-Controller
Position Title	HEAD CLERK
Filing Type	Open Continuous
General Information	The Department of Auditor-Controller is seeking a highly qualified and motivated individual to fill a vacancy in the Department's Shared Services Division at the level of Head Clerk. The position reports to the Assistant Payroll Manager and supervises a team of Payroll Clerk I and clerical staff.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Head Clerk or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY.

Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name and bulletin number on all faxed documents.

Only submissions that demonstrate comprehensive experience processing payroll for a County department will be considered. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Strong knowledge of the County's personnel, timekeeping, and payroll business rules documented within the Los Angeles County Code, Memorandum of Understanding (MOU) contracts, and the Department of Human Resources' Interpretive Manual;
- Ability to adeptly utilize the new eHR personnel, payroll, and timekeeping system.
- Strong analytical and organizational skills;
- Good business writing and verbal communication skills;

- Excellent customer service skills; and
- Experience working effectively with all levels of staff.

Duties

Leads and trains a team of Payroll Clerk I and/or clerical staff in processing payroll transactions and ensuring compliance with County payroll policies and procedures.

Reviews payroll transactions and reports to ensure compliance with applicable County payroll policies and procedures, and follows up on discrepancies, as appropriate.

Interprets and applies provisions of County Code, the Interpretive Manual, County payroll policies and procedures, and various MOU's.

Performs the more difficult and complex payroll transactions, such as Industrial Accident and Short-Term Disability claims.

Receives inquiries from client departments regarding various payroll problems, and takes appropriate actions to resolve the problems.

Calculates earnings on all manual and retroactive salary payments, and calculates and adjusts leave accruals, as appropriate.

May act for the supervisor in the latter's absence.

Vacancy Information

This vacancy is located in the Shared Services Division at 3470 Wilshire Blvd., Los Angeles 90010.

Available Shift Day

Contact Name Daniel Ramirez

Contact Phone (213) 974-1278

Contact Email dramirez@auditor.lacounty.gov

Job Field Clerical
Finance and Accounting

Job Type All Others

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