

**POLICE RETIREMENT SYSTEM OF ST. LOUIS
JOB DESCRIPTION**

TITLE: PAYROLL SPECIALIST

REPORTS TO: EXECUTIVE DIRECTOR

SUPERVISES: NONE

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Performs a wide variety of duties related to the administration of the Police Retirement System relative to the officer-members, retiree-members and surviving spouses of deceased members of the System, including all retirement payroll activity; assists Executive Director in determining monthly expenses for purposes of budgeting; calculates and directs required tax payments for all taxable payees of the System; handles disbursement/garnishment activities involving pensioners; coordinates all pension payroll deductions for medical premiums and police organizational dues for qualifying pensioners; prepares and maintains records related to payroll activity and taxes.

FUNCTIONS OF THE JOB

Essential Functions

1. Processes monthly retirement payroll for all payees of the Police Retirement System, including updating all pensioner records electronically, calculating tax information, making required deposits and mailing all checks.
2. Meets with prospective retiring members of the Police Retirement System to complete all necessary paperwork associated with being placed on the payroll.
3. Assists Executive Director by preparing a monthly report projecting expenditures from the City of St. Louis Treasurer's accounts for the Police Retirement System pertaining to payroll account, tax account and expense account activity.
4. Maintains and updates records of pensioners of the Police Retirement System, including addresses, telephone numbers and current status.
5. Details new requirements, functions and courses of action for electronic record-keeping by the City of St. Louis information technology specialists, including coordinating pension payroll deductions for member insurance premiums; medical, dental and long-term care insurance providers; and various police organizations including the Funeral Association, Veterans Association, Police Leadership Organization and St. Louis Association of Retired Police Officers.
6. Maintains records of retiree-members of the Police Retirement System who elected to receive proceeds from the System Deferred Retirement Option Plan (DROP) in annual installments over a ten (10)-year period.
7. Prepares and processes annual records related to the certification of surviving spouses of deceased members of the Police Retirement System that they are still eligible to receive benefits from the System.
8. Prepares year-end data for City of St. Louis to process 1099-R tax forms for all applicable payees of the Police Retirement System.
9. Prepares 1099-Miscellaneous tax forms and tax forms for monthly and annual reporting of State and Federal taxation.

Marginal Functions: None Identified

POSITION QUALIFICATION REQUIREMENTS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

High school diploma, plus a minimum of two years of progressively responsible secretarial experience. Prior administrative support background or experience in working directly with members of a Board desirable. Shorthand or other form of rapid note-taking ability for Board meetings is necessary in the event of recording equipment failure.

Technical Qualifications:

Ability to perform a wide variety of duties which require extensive attention to detail, accuracy, timeliness, and confidentiality. Ability to interpret instructions and to present facts effectively in oral and written form. Capable of handling multiple tasks simultaneously and tracking activities. Skill in accurately maintaining timely records and preparing periodic reports. Extensive knowledge of procedures associated with meetings of the Board of Trustees. Excellent computer skills necessary.

Language Skills:

Must have ability to communicate complex information effectively and to express ideas clearly and concisely, both verbally and in writing. Communicates with other staff members, Trustees, pensioners, physicians, attorneys, financial representatives, and the general public.

Physical/Visual Activities or Demands:

Required to talk, hear, see, keep records and operate office equipment.

Requires close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus for extended computer usage and reading and requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for tape recordings and direct and telephone contact.

Occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; balance. Must occasionally lift and/or move up to 25 pounds.

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

Machines, Tools, Equipment and Work Aids:

Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job. Computer, calculator, software programs, telephone and fax.

License(s)/Certifications:

Personal Computer, Typewriter, Telephone, Dictaphone Machine.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

“Commonly associated” is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.