

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED OCTOBER 2002  
RANGE: 40.5  
CLASSIFIED  
CODE: NONE**

### **RETIREMENT TECHNICIAN I**

#### **DEFINITION**

Under the supervision of the director of District Accounting, the Retirement Technician I will perform payroll audits on district payrolls;

utilize manual and computer-assisted processes to perform auditing, monitoring and clerical functions;

perform other related duties as required.

#### **EXAMPLES OF DUTIES**

Record and document the receipt of payroll registers of all local school districts;

audit payroll registers for salary rates, retirement codes, and proper authorization;

sort, distribute, and file various monthly payroll reports as needed;

process, sort, package, and distribute payroll warrants to local school districts;

advise and assist school district staff with retirement coding and application of retirement rules and regulations;

assemble and schedule payroll registers for processing;

input payroll data into mainframe computer to assist in auditing procedures.

#### **QUALIFICATIONS**

##### Knowledge of:

Basic methods, practices, and terminology used in fiscal and financial record management;

operation of standard office equipment, including computerized accounting systems and 10-key calculator;

Microsoft Excel.

##### Ability to:

Communicate and assist members of the public with retirement related questions;

comprehend and apply retirement rules and regulations during the audit process.

##### Experience:

Two (2) years of experience in accounting or payroll, and computer assisted program applications.

##### Education:

Education equivalent to the completion of the twelfth grade, with additional coursework in general accounting, bookkeeping or other accounting related courses desirable.

##### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/10/15

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