

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.09 Assist in the year end processing of the W-2's.</p> <p>1.10 Assist Payroll Manager with processing of retro pay.</p> <p>1.11 Other office duties as assigned by immediate supervisor.</p>	<p>A1</p> <p>A1</p>	<p>Y-2%</p> <p>Y-10%</p>		<p>SKILLS:</p> <ol style="list-style-type: none"> 1. Operate CRT 2. Operate Calculator 3. Operate copy machine 4. Operate Macintosh 5.. File 	<p>1.09 W-2's were processed accurately, free of errors and in a timely manner.</p> <p>1.10 Retro pay was processed accurately, efficiently, and error free.</p> <p>1.11 Other office duties were performed accurately and when necessary.</p>