



WAGE GARNISHMENT SPECIALIST

Job Description
Effective: 11/7/2014

Position Summary

The Wage Garnishments Specialist is responsible for specific payroll related wage garnishment applications and reporting. This position's overall responsibility is to oversee the payroll garnishment operation and related activities.

Reporting Relationship

Report to the HRIS/Compensation/Payroll Manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

- Prepare and process garnishment payments to federal, state and local jurisdictions for wage attachments and child support.
- Ensure garnishments are applied and completed in accordance with State and Federal rules and regulations to ensure the deductions are applied appropriately and accounts can be closed for financial reporting.
- Prepare, send and file earnings disclosures; prepare answers to writs of garnishment.
- Provide the necessary reports to, and communicate with, internal and external customers as necessary.
- Resolve escalated/complex issues that require managerial intervention or involve other process areas.
- Develop, implement and ensure compliance with the policies and procedures necessary to support operations.
- Examine operational policies and make informed recommendations for process improvement and regulatory compliance.
- Report on metrics in order to maximize the effectiveness and efficiency of the process area.
- Monitor the regulatory environment to stay abreast of internal and regulatory compliance requirements.
- Manage all Special Payroll, Garnishments and Tax reporting requirements.
- Utilize reporting tools to gain operational insight in order to identify and manage problems and propose resolutions.
- Review, process and respond to garnishment orders.
- Run bi-weekly and monthly reports.
- Respond to inquires from employees and vendors regarding garnishments and levies.
- Check information for accuracy.
- Prepare detailed reports to vendor.
- Review information/data and make decisions within well defined guidelines, parameters and instruction.
- Examine and prioritize documents to determine work to be completed or best course of action.

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Responsibilities (continued)

- Sort, file and maintain writs, communications and other related documents.
- Set-up and maintain garnishment set-up table in HRMS PeopleSoft system
- Respond to inquiries in area of responsibility.
- Maintain complex records.
- Provide file to Accounts Payable for upload and garnishment check generation.
- Investigate and resolve any garnishment related issues.
- Complete special projects as assigned by department management.
- Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the various types of garnishments.
- Knowledge of local, state and federal laws, rules and regulations relating to garnishments.
- Knowledge of payroll processing procedures.
- Strong math skills.
- Strong computer and keyboarding skills.
- Strong customer service skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively with district employees representing a variety of cultural, ethnic and socio-economic backgrounds.
- Ability to follow complex oral and written instructions.
- Ability to work with minimum supervision.

Minimum Qualifications

High school diploma or G.E.D. and six years of clerical experience with increasing levels of responsibility at least three years of which must have been performing garnishment functions. (Equivalent combinations of education and/or experience will be considered.)

Preferred Qualifications

- Experience with PeopleSoft and Job Finance.
- Experience with Microsoft Word and Excel.