

CAREER OPPORTUNITY



SARATOGA COUNTY JOB OPPORTUNITY

TREASURER DEPARTMENT

PAYROLL CLERK

SALARY: \$40,016 Plus Excellent Benefits

The work involves responsibility for the performance of a variety of moderately complex clerical tasks in the preparation and control of municipal payrolls. The work requires a general understanding of specific laws, office rules, procedures and policies. The work is performed under general supervision of the County Treasurer/Director of Finance or higher ranking position in accordance with established policies and procedures. Supervision of others is not a regular responsibility of this position. A Payroll Clerk does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate Degree and three (3) year of experience primarily involving the maintenance of financial records and accounts, one (1) year of which must have involved the preparation of payrolls; OR
- B. Graduation from high school or possession of a high school equivalence diploma and five (5) years of experience as defined in (A).

Position will be filled provisionally pending results of a Civil Service examination to be scheduled at a later date.

SEND RESUME/APPLICATION TO:

Margaret McNamara
Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, NY 12020

“An Equal Opportunity Employer with an Affirmative Action Program”

APPLICATIONS/RESUMES ACCEPTED UNTIL 02/05/2016