

Saratoga County *New York*



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.
Issued: 06/23/2022

“PROMOTIONAL” OPPORTUNITY

PAYROLL SUPERVISOR SARATOGA COUNTY TREASURER’S OFFICE

SALARY: \$57,811 - \$75,043 (Varies depending on current step/merit level)

Distinguishing Features of this opportunity are...

The work involves the management and supervision of the County’s payroll. Duties include but are not limited to preparing and maintaining the payroll and payroll records to insure that all requirements are met to deliver a bi-weekly payroll. The work involves managing the reporting of separate retirement systems and Union contracts for each payroll and is carried out with wide latitude allowed for independent action. This position is the primary liaison between all County Departments and the Treasurer’s Office regarding payroll information. Work is performed under the general supervision of the Director of Finance and County Treasurer, supervision is exercised over the work of clerical staff assigned to perform payroll functions. Does related work as required.

Minimum Qualifications for this position are...

Must be currently employed in a permanent full time status in the County Treasurer’s Office in the title of Payroll Clerk for at least 60 months.

Interested candidates may submit their application and resume by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until: **June 27, 2022**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.