



Office of Personnel and Civil Service Job Announcement Please Post Conspicuously

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **PAYROLL ASSISTANT**
(Provisional * Appointment)

SALARY: \$24.51/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Treasurer's Office, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work week (Monday-Friday)

JOB SUMMARY: The work involves responsibility for independently performing a variety of moderately difficult tasks related to payroll preparation. The work requires a thorough understanding of departmental payroll policy and procedures. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Supervision over the work of others is not normally a responsibility of an employee in this class. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in accounting, business, public administration, or related field and two (2) years of paid experience as defined in (a).
- B. Graduation from high school or equivalency and five (5) years of paid experience as defined in (a) above.
- C. An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service

Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: January 8th, 2024

Application Deadline: January 18th, 2024

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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