

# FULTON COUNTY PERSONNEL DEPARTMENT ANNOUNCES THE FOLLOWING:

## **SENIOR PAYROLL CLERK**

### **FULTON COUNTY RESIDENCY IS REQUIRED**

This is a temporary vacancy in the Fulton County Personnel Department (Non-Union).

Salary Range: Start Rate \$27,618 – One Year Rate \$32,491

#### Typical Work Activities:

Operates a computer keyboard to enter payroll data, sets up new employees' master files, including salaries, deductions and insurances, etc.;

Makes a variety of changes to the computer payroll master files such as, budget codes, exemptions, addresses and salaries for employees effected by promotion, demotion and negotiated raises, etc.;

Runs computer payroll programs, i.e., calculation and update program, that produce the paychecks;  
Data enters payroll information for smaller county departments;

Verifies accuracy of computer payroll printouts by comparing against source documents;

Reviews payroll documents as they are received to identify potential problems; examines payroll deductions;

Maintains records such as transaction documents, leave files, deduction authorizations and tax withholding which affect payrolls;

Maintains a complete payroll file for each employee including payroll deductions, health insurance, dental insurance, social security savings bonds, retirement, deferred comp, union dues, garnishes, etc.;

Requests Treasurer draw checks from control accounts to trust and agency accounts in various banks;  
Prepares periodic reports on disability benefits, State and Federal tax withholdings and related matters;  
Prepares special checks and processes checks that were created in error, issues new checks and enters adjustments into the permanent payroll record;

Works closely with the Information Services department staff regarding payroll adjustments and computer printed checks;

Acts as liaison with the Information Services staff to make program and parameter file changes effecting computerized payroll system;

Processes and completes forms for the New York State Retirement System and similar agencies;

Advises and trains clerical staff responsible for payroll input in larger county departments;

Distributes W-2s and is responsible for duplicating lost and misplaced forms;

Produces forms, letters, reports, payroll sheets and other payroll related material;

Operates computing, calculating, copying, fax and other office machines;

Prepares a variety of record and reports related to the payroll process.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- A.) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree, including or supplemented by six (6) semester credit hours in accounting, and two (2) years of experience in preparation of payrolls and related records which shall have involved the operation of a computer; or
- B.) Graduation from high school or possession of a high school equivalency diploma, or a high school individual education plan diploma and four (4) years of experience as described in A above; or
- C.) An equivalent combination of training and experience, as defined by the limits of A and B above.

**A Civil Service Examination will be held for this position at a later date.**

**Applications should be filed with the  
Fulton County Personnel Department  
by September 8, 2017.**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**