

NOTICE OF VACANCY

DEPARTMENT: Audit & Control
TITLE: Senior Payroll Clerk
GRADE/SALARY: 19W - \$30,358 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing moderately difficult clerical work in processing and preparing payrolls and maintaining financial records. The work requires the operation of a computer keyboard to enter payroll data into a computer, which produces the payrolls and payroll checks, and the verification of the accuracy of the computer printouts. The work is performed under the general supervision of an administrative superior, with leeway allowed for the exercise of independent judgement concerning routine matters and procedures. Supervision may be exercised over the work of others based on the organizational make-up where the position exists. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree, **AND** two (2) years of account-keeping experience.
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of years of account-keeping experience.

NOTES:

- 1. Candidate must submit a copy of transcripts showing degree area and date degree conferred or a copy of diploma with application if qualifying under (A) or (B).
- 2. Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Until position filled.

****Oneida County is an equal opportunity employer****