

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

PAYROLL CLERK

The Hamilton County Treasurer's office has an opening for a Payroll Clerk for its office located in Lake Pleasant. Starting salary range is \$33,939 – \$36,942. Salary may be adjusted, if applicant has relative experience. This is a full-time position with an excellent benefits package.

The work involves responsibility for performance of specialized account clerical tasks with major emphasis on the preparation, processing and maintenance of payrolls. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. The incumbent works under the general supervision of the Treasurer on routine assignments that are performed in accordance with defined procedures. Leeway is allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class. Incumbent does related work as required.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and two (2) years of experience in maintaining financial records and accounts; Experience maintaining payroll accounts and records preferred.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience on a year-for-year basis.

Proof of minimum qualifications are required at the time of application.

For more information, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications accepted until the position is filled