



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Senior Payroll Clerk #97

PAY RATE: \$20.03- \$22.97/hr

DEPARTMENT/DIVISION: Treasurer's Office

WORK LOCATION: 59 Park Ave, Lockport, NY 14094

STATUS: Provisional

DESCRIPTION: This is a supervisory position responsible for maintaining the personnel and payroll records for a department of significant size. The incumbent directs and participates in the verification and processing of payrolls and personnel transactions. When assigned to the payroll division of the Niagara County Treasurer's Office, the incumbent is responsible for the processing of a computerized payroll for all county employees. The incumbent receives general supervision from a department administrator. Direct supervision is exercised over subordinate clerical staff involved in the payroll process. Considerable leeway is allowed for the exercise of independent judgment in completing the payroll process and for establishing related policies and procedures. This position differs from Payroll Clerk by the level of responsibility and/or the presence of supervisory responsibility. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Accounting, Finance, or closely related field; OR
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Accounting, Finance, or a closely related field AND two (2) years of full-time, paid general office experience that involved the maintenance of computerized financial records; OR
3. Four (4) years of full-time, paid general office experience that involved the maintenance of computerized financial records.

CONTINUED

DATE POSTED: 1/7/2022 DEADLINE: 1/20/2022

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer