



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **PAYROLL CLERK**  
(Provisional \* Appointment)

**SALARY:** \$21.08/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 weeks (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:**  
Graduation from high school or possession of a high school equivalency diploma and five years of experience in a clerical position involving the preparation and maintenance of payrolls.

**Residency Requirement:** There is no residency requirement.

**(OVER)**

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 **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](http://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:** May 19<sup>th</sup>, 2023

**Application Deadline:** May 30<sup>th</sup>, 2023

\*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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