



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

Job Title: PAYROLL CLERK (HELP's Program)

Salary Range: \$56,783 - \$72,445 (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 6012 County Farm Road, Ballston Spa NY 12020

Classification: Non-Competitive (**Exam requirements temporarily waived**)

Job Description

The work involves responsibility for the performance of a variety of moderately complex clerical tasks in the preparation and control of municipal payrolls. The work requires a general understanding of specific laws, office rules, procedures and policies. The work is performed at the Sheriff's under the general supervision of the Chief Deputy, Colonel, Undersheriff or other supervisory position in accordance with established policies and procedures. Supervision of others is not a responsibility of this position. Does related work as required.

Minimum Qualifications (at least...)

- A. Graduation from high school or possession of a high school equivalence certificate (GED) and two (2) years of experience of which must have involved the preparation of payrolls

Typical Work Activities (*Illustrative)

- Computes employee's net earnings for pay period based on present salary and deductions;
- Prepares payroll "abstracts" for submitting to central payroll section entering basic data required to finalize payroll including paychecks;
- Verifies and maintains the time, attendance, sick and vacation records;
- Performs audits for compliance
- Distribution of paychecks/stubs within the Sheriff's Office;
- May verify and balance accounts and prepare bank deposits;
- Answers telephone and provides routine information;
- May assist in the maintenance of personnel files for employees;
- Performs various clerical tasks related to payroll work involving typing, manual posting and filing;
- Other related tasks as necessary

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement Membership, and competitive Compensation Plan



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To Apply (via Link Provided is preferred method)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for complete application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted, or until the flyer is removed

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 ****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.