



Steven M. Neuhaus  
County Executive

## **IMMEDIATE OPPORTUNITY**

### **SENIOR PAYROLL CLERK GRADE 8**

#### **Orange County Sheriff's Office**

Applications are now being accepted by the Orange County Sheriff's Office to fill the position of Senior Payroll Clerk. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date.

This work involves responsibility for preparation and completion of departmental payrolls. Duties also include tasks related to employee benefits, calculation of salary and over-time adjustments, computation of leave accruals, and coordination of payroll and employee benefits processing performed in conjunction with other county departments. This position involves considerable contact with fellow employees, as well as outside agencies. Work is performed under general supervision in accordance with well-established guidelines and procedures. This class may lead and direct the work of payroll clerks or other clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of office clerical experience, one (1) year of which must have involved either the preparation of payrolls utilizing a computerized payroll system for an organization that employs a minimum of 25 employees or clerical work related to employee benefits which shall have involved the use of computer equipment.

**Salary:** Grade 08, Step 02: \$26.1259/hour; \$54,341.87 annually (40-hour work week);  
County Employees - As per CSEA contract for Grade 08

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND  
BACKGROUND INVESTIGATION.

#### **SEND APPLICATION and THREE (3) REFERENCES TO:**

Sgt. Domenick Avery  
110 Wells Farm Road  
Goshen, NY 10924  
Phone: (845) 291-7900  
Or Email [DAvery@orangecountygov.com](mailto:DAvery@orangecountygov.com)

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

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