



Carroll County Government

Apply on-line:

ccgovernment.carr.org

Department of Human Resources

225 North Center Street

Westminster, Maryland 21157

410-386-2129

Employment Opportunity

Payroll Technician - Bureau of Accounting

\$16.55 hourly salary (Grade C08)

40 hour position with full benefit package

Apply By: Friday, August 31, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Provide a variety of administrative and technical duties to support the processing of payroll, along with receptionist services for the Bureau of Accounting.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Compile and analyze timecard and payroll data and reports, resolve discrepancies, calculate pay adjustments, and key data into payroll system
2. Perform specific duties and maintenance utilizing the Payroll Information System (ICS) and IntelliTime Virtual Timecard Interface (VTI)
3. Answer, screen, provide information, and take messages in response to telephone calls, referring to other information sources when needed
4. Manage calendar, coordinate schedules and meetings, and make appointments
5. Greet and assist the public and County employees, directing to appropriate location and/or information source
6. Compose, prepare, and process general and confidential correspondence, including routine reports, e-mail and faxes
7. Establish, organize, and maintain paper and computer records management/file systems
8. Research and develop resources and methodologies that create timely and efficient workflow
9. Provide administrative and general technical support in overall office operations, assignments, and projects
10. Perform related duties as to specific assignments
11. Apply knowledge of and respond to questions regarding ordinances, regulations, policies, procedures, and practices as related to office
12. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. One year administrative/secretarial experience *
3. Three years computerized payroll processing experience*

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Type at no less than 40 wpm
2. Skills Assessment – Excel, Word, Outlook, and Customer Service
3. Demonstrates strong attention to detail, mathematical and analytical skills
4. Perform basic bookkeeping and accounting functions

A Carroll County Government job application is required for this position

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Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 8/17/18
(19-13)**

Carroll County is an equal opportunity employer

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.