



County of Onondaga

Personnel Department

John H. Mulroy Civic Center, 11th Floor
421 Montgomery Street, Syracuse, NY 13202

Phone: 315.435.3537 Fax: 315.435.8272

www.ongov.net

The Onondaga County Department of Personnel is currently accepting applications for the position of:

Payroll Clerk I (HELP Program)

Location: 421 Montgomery Street, Syracuse, NY

Salary: \$43,797 - \$48,077

Hours of work: 8:00 a.m. – 4:00 p.m., Monday - Friday

This is specialized clerical work involving responsibility for the preparation of payrolls for departments and the preparation of various payroll reports in accordance with prescribed standards and procedures. Under supervision of an administrator, work is performed in accordance with clearly established payroll account keeping methods and procedures. Work is performed within narrow time constraints. Supervision is not typically exercised in this class.

Minimum Qualifications:

One (1) year of clerical work experience which involved the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.

Name and Address where Applications/Resumes should be directed:

Andrea Stanfield
Director of Payroll Operations
Onondaga County Department of Personnel
421 Montgomery Street
Syracuse, NY 13202
Email: AndreaStanfield@ongov.net

**This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.*

Onondaga County is an affirmative action/equal opportunity employer and values diversity in the workplace. We encourage individuals from all backgrounds to apply.