

**DATE:** September 3, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Max Cordella, Interim Commissioner of Finance  
244 Fair Street, Kingston, NY 12401

**JOB VACANCY:** Payroll Clerk / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Co Office Bldg

**SALARY:** \$27.31 / hour (Grade 12)

**FILL DATE:** September 24, 2025



**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for processing a periodic payroll for a large organization. It is located specifically in a financial department or unit charged with this responsibility. The incumbent enters and verifies payroll related information according to strict time frames, runs several reports to check the overall payroll, then produces and distributes pay checks. The incumbent is also responsible for completing reports and distributing payments to other agencies, including banks, retirement systems, and the state and federal government. When employed by the Ulster County Department of Finance, the incumbent carries out the complete payroll process from data entry through the distribution of funds to employees, banks and tax revenue agencies. The work is performed under specific legal requirements and operational guidelines but requires detailed attention to information and the investigation and correction of payroll related errors or omissions. The position generally does not supervise other employees, but may direct the work of aides, interns, temporary employees and other lower-level employees. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of computational skills sufficient to verify calculations, balance accounts and prorate tools; good knowledge of payroll practices and procedures; good knowledge of contracts and rules governing the administration of salary plans; good knowledge of office practices necessary for interacting with staff and the public, processing work flow, and filing and retrieving information; good knowledge of software packages for word processing to produce memos and letters, database management and spreadsheets to compile and produce lists and reports, and organize and maintain data; good knowledge of automated payroll system to enter and retrieve information in a variety of formats; skill in operating office automation equipment to produce work accurately and efficiently; ability to work efficiently under strict time considerations; ability to enter and verify large quantities of records and information; ability to organize, maintain and extrapolate information from records; ability to learn and work within departmental guidelines and procedures.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND:**

- A. Possession of an Associate's Degree in Business, Finance, Accounting or Bookkeeping; **OR**
- B. Possession of an Associate's Degree and one (1) year of full-time paid, or its' part-time equivalent, work experience maintaining financial accounts and records, which involved the maintenance of payroll records; **OR**
- C. Three (3) years of full-time paid, or its' part-time equivalent, work experience maintaining financial accounts and records, one (1) year of which involved the maintenance of payroll records; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

**NOTE:** Qualifying work experience in the maintenance of payroll records includes activities related to processing payroll, deductions, garnishments, retirement calculations and related activities. Experience in tallying hours and data entry will NOT be considered as qualifying experience.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.