

4696 PAYROLL/PERSONNEL COORDINATOR PAY/PER CD

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for a variety of activities to coordinate employee benefit programs as well as the full range of payroll functions. The position requires familiarity with the rules, regulations or policies that prevail in the administration of the benefit programs. The work also involves responsibility for preparing the payroll and for preparing, processing and maintaining a variety of personnel related forms, documents and records for the Ulster County Resource Recovery Agency (UCRRA). The work is carried out in accordance with established procedures and involves specialized functions of varying complexity such as maintaining employee benefit records, preparing payrolls, and processing personnel transactions in accordance with various laws, regulations, and policies. Work is performed under the general supervision of the Executive Director of UCRRA with leeway allowed in setting work priorities and carrying out work. Does related work as required.

**THIS JOB TITLE IS IN THE EXEMPT
CLASS OF THE CLASSIFIED CIVIL
SERVICE AND DOES NOT REQUIRE
A CLASS SPECIFICATION.**

**PLEASE CONTACT THE PERSONNEL
DEPARTMENT FOR MORE
INFORMATION.**

THANK YOU.