

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Treasurer's Office is in search of:

Payroll Clerk

Salary: \$57,277 - \$70,101 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: This work is specialized clerical work assisting in the preparation and maintenance of payroll and related reports and records. The work is performed under the general supervision of the Chief Payroll Clerk with leeway allowed for the use of independent judgment in carrying out work details. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of an Associate's Degree in accounting, business administration or related field and one (1) year of clerical experience which involved payroll preparation; **OR**
- B) Graduation from high school, possession of high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of clerical experience which involved payroll preparation.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications will be accepted until the position is filled. Send application/resume to:

Applications accepted until the position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

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Posted: 09/23/2025