



## Human Resources

949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
Email: [www.santafecountynm.gov](http://www.santafecountynm.gov)

### Job Title: Payroll Specialist

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Department/Division:	CMO/Finance		
Salary:	\$14.2514/hr - \$21.3771/hr	Range:	17
Position Status:	Full-Time/Classified		
FLSA Status:	Covered		
Closing Date:	November 21, 2016		
Job #:	11-2016-014		

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### Primary Purpose:

Assist in payroll processing operations of the County including reporting to external agencies regarding wages and taxes withheld on all employees.

#### Essential Job Functions:

- Responsible for verification and review of payroll entries made at the department level; initiates and assist the County's biweekly payroll processing including check and direct deposit; responsible for calculation and accurate production of bi-weekly tax reports, identifies individual and system pay problems.
- Provides on-going technical support to departments in payroll policies and entry of data; performs verification to match leave forms to entries in payroll, works closely by phone with the department to correct entries; and provides information to HR for set up of mandatory deductions.
- Responsible for adjustments to previous payrolls to correct errors in payment.
- Performs bi-weekly verification of voluntary deductions and initiates check process for payment of garnishments and insurances; limited payroll duties to a support staff member in collection of leave forms and filing of various documents relating to the payroll process.
- Establish and maintain effective and cooperative working relationships with others.

### **Knowledge / Skills :**

- Considerable knowledge of office practices, procedures and equipment, experience in Microsoft Office.
- Ability to act independently and make logical decisions based on policies of supervisor; to compose correspondence from fragmentary or incomplete instructions; to present information clearly and concisely, verbally and in writing.
- Accurately represent supervisor in dealing with County employees; to establish and maintain effective working relationships with County employees and the public; to maintain confidentiality.

### **Minimum Qualifications**

- High school Diploma or equivalent plus any combination of college education and payroll or administrative experience totaling 3 years.

### **Working Conditions:**

Work is performed in an office setting. Work schedule may include evening and weekend hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's.

### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

### **Submit Applications to:**

**Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.**

**Proof of education, certificates and/or endorsements must be attached to each application.**

**Revised 11/7/16**