

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov

NOTICE OF VACANCY

Assistant Payroll Coordinator

Date of Issue: 03/11/2026. The work involves assisting the Payroll Coordinator with all aspects of payroll processing for Tioga County. Responsibilities include data control, bi-weekly payroll reconciliation and processing, maintenance of tables, periodic cycles, report generation, and interfacing with the general ledger using a financial software system. Duties are carried out in compliance with all applicable federal and state laws, county policies, and collective bargaining agreements. This position also maintains professional contact with outside agencies (retirement systems, banks, government agencies) to ensure proper payment and member crediting. Work is performed under the general supervision of the County Treasurer or their designee, with oversight and review provided by the Payroll Coordinator for accuracy and compliance. The incumbent serves as the designated backup, assuming the Payroll Coordinator's responsibilities during their absence. Does related work as required.

The title of Assistant Payroll Coordinator is **Competitive**. Applicants must meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35-hour work week
Salary: \$49,000 – \$59,000 (Management/Confidential); benefit package available including health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Treasurer's Office

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business administration, accounting, finance or closely related field; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in business administration, accounting, finance or closely related field and two (2) years of full-time work experience (or its part-time equivalent) in maintaining financial accounts and records; **OR**
- c) Four (4) years of full-time work experience (or its part time equivalent), in maintaining financial accounts and records; **OR**
- d) An equivalent combination of education and experience as defined by the limits of a), b), and c);

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*