

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Operations and Support Services
Human Resources**

RECRUITMENT NOTICE

Position: Payroll Supervisor
Regular, Full-Time Position

Salary: \$54,000 - \$89,000 (Legislative Supervisor)

Principal Duties:

- Oversee activities of payroll office, process payroll and other personnel transactions, including entering and updating payroll and personnel information for approximately 1,100 employees.
- Prepare payroll reports, assure accuracy and confidentiality of payroll data, provide outstanding customer support to clients, enforce payroll policies and procedures, and perform other personnel assignments as required by the Human Resources Manager.

Qualifications:

- BS/BA in human resources field, accounting, business finance or related field
- Demonstrated experience with automated payroll and human resources systems
- Supervisory experience with ability to coordinate payroll staff assignments
- Strong mathematical aptitude and attention to detail; ability to maintain accurate and timely payroll processing
- Excellent analytical and communication skills
- Strong organizational skills with ability to utilize time effectively, meet deadlines, and manage multiple priorities
- Ability to maintain highest level of confidentiality
- Ability to function successfully in a team environment
- Availability to work overtime hours, as required to meet legislative schedules

SEND RESUME AND LETTER OF INTEREST BY MAY 17, 2019 TO:

Department of Legislative Services
Human Resources Office
90 State Circle, Room 311
Annapolis, MD 21401-1991
FAX 410-946-5140 or 301-970-5140
e-mail: jobs@mlis.state.md.us Website: <http://dls.maryland.gov/>
Code is 06/19 (Required On All Resumes)

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