

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Payroll Specialist (Legislative Specialist I)
Human Resources (HR)
Office of Operations and Support Services (OOSS)

Salary: \$53,000 - \$70,000 based on experience and qualifications.

Application Deadline: Open Until Filled

Team Member Benefits: [Click Here to Learn More](#)

Position Summary:

The purpose of this position is to process payroll for the members of the General Assembly, their staff, and staff of the Department of Legislative Services. Payroll coordination is a function of Human Resources. A payroll is prepared each week for submission to the State's Central Payroll Bureau. Under direct supervision of the Lead Payroll Specialist and Human Resources Manager, the Payroll Specialist performs a variety of routine office/clerical duties and activities to establish and maintain employee payroll records and other personnel assignments.

Principal Duties:

- Enter and update payroll records to include data entry of new hires, status changes, salary adjustments, terminations, leave payouts, and other pertinent information in an automated software system (SAP).
- Adhere to and enforce payroll policies and procedures.
- Ensure accuracy and confidentiality of payroll and personnel data.
- Input timekeeping records for certain MGA staff and interpret data from completed timesheets and pay vouchers.
- Maintain all payroll records and file documents into appropriate employee files.
- Prepare correspondence and complete employment/salary verifications, unemployment, and other payroll-related requests.
- Assist employees with enrollment of Payroll Online Service Center (POSC) and/or prepare checks for distribution.
- Certify the Form I9 and register new hires with the Maryland New Hire Registry.
- Assist human resources team members and other duties as needed.

Qualifications:

- Graduation from an accredited high school or possession of a high school equivalency certificate.
- Two years of demonstrated experience with automated payroll and personnel processing systems.
- Proficiency in Microsoft Office Suite 2013; SAP desirable.
- Availability to work extended hours throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather.

To Apply:

- **Email Resume and Cover Letter** to jobs@mlis.state.md.us and include code 25-22. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.