



CENTRAL PAYROLL CLERK I
Announcement Number: 10-3276-904

OPEN TO ALL QUALIFIED APPLICANTS

This is a position specific recruitment. The resulting eligible list will be used to staff this position/function only. Interested persons will need to reapply for any future recruitment for positions within this classification.

STARTING SALARY: \$24,861 *State Employees Furlough and Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11 September 23, 2009 through June 30, 2010. The equivalent standard starting salary is \$25,239. DBM Salary Rules apply.

CLOSING DATE: January 29, 2010

LOCATION: Annapolis, Maryland (Anne Arundel County)

POSITION DUTIES: The Comptroller of Maryland, Central Payroll Bureau, is now recruiting for the position of Central Payroll Clerk I in the Annapolis Office. This position is responsible for production of wage payments to State employees. The principal function of this position is to enter, control, audit and maintain pay records for assigned State agencies. The selected individual must have the ability to communicate effectively to State agency personnel and other employees regarding payroll matters. All work is performed during normal business hours.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three years experience performing general accounting-clerical work.

PREFERRED QUALIFICATIONS:

- Experience with computer transaction entry
- Experience in providing good customer service
- Experience in meeting deadlines

SELECTION PROCESS: Only applicants who meet the minimum qualifications will be considered for this opportunity. Qualifying applicants are subject to an on oral interview. Prior to appointment, the employee must successfully undergo a comprehensive background investigation including a review of criminal, MVA and tax records; and determination of legal authorization to work in the United States or under the United States Immigration Reform and Control Act of 1986. Upon initial appointment OR promotion to a position in the State Personnel Management System, an employee is required to serve an initial six month probationary period. This probationary period may be extended an additional six months under certain circumstances at the discretion of the appointing authority.

EXAMINATION PROCESS: The examination will consist of a rating of your education, training and experience as documented on your MS-100 and the supporting documentation you submit. **It is essential that you submit complete and accurate information. Only applicants who document that they meet the minimum qualifications for the position by submitting the required documentation with their employment application (MS-100) will be rated.** Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year. Be sure to list all experience you believe to be related to this position on your application.

TO APPLY: Send your completed State application (MS-100) and supporting documentation, including a copy of your high school diploma or GED certificate to the address below by 5:00 p.m. on January 29, 2010. State applications may be downloaded by going to http://compnet.comp.state.md.us/Career_Information or www.dbm.maryland.gov/jobseekers. If you have any questions, please feel free to contact our reception desk at 410-260-7695.

**Gwendolyn Schindler, Office of Personnel Services
Comptroller of Maryland
Louis L. Goldstein Treasury Building
P.O. Box 466, Room 209
Annapolis, Maryland 21404-0466**

An Equal Opportunity Employer

- ✓ **Medical/Health Insurance Plans:**
- PPO Plans**
 - CareFirst Blue Cross/Blue Shield PPO
 - United Healthcare PPO
- POS Plans**
 - CareFirst Blue Cross/Blue Shield MPOS
 - Aetna Choice POS II
 - United Healthcare Choice Plus
- POS**
- EPO Plans**
 - CareFirst Blue Cross/Blue Shield EPO
 - Aetna Select EPO
 - United Healthcare Select EPO

- ✓ **Prescription Plan**
- ✓ **Dental Plans:**
 - United Concordia DPPO
 - United Concordia DHMO

- ✓ **Term Life Insurance Plan**
- ✓ **Personal Accidental Death and Dismemberment Plan**
- ✓ **Long Term Care Plan**
- ✓ **FREE Vision Plan**
- ✓ **Flexible Spending Accounts:**
 - Health Care Spending Accounts
 - Daycare Spending Accounts

- ✓ **State Retirement and Pension System**
 - Employees are vested in the pension system after five years of employment

- Tax-deferred supplemental retirement savings plans:**
 - 457
 - 403(b)
 - 401(k)

- ✓ **SECU Credit Union**
- ✓ **Direct Deposit**
- ✓ **Savings Bonds**
- ✓ **Maryland Prepaid College Savings Plans**
- ✓ **Paid Holidays: 11-12 per year**
- ✓ **Annual Leave**
 - Up to five years of service, 10 days earned per year
 - Five to 10 years of service, 15 days earned per year
 - 10-20 years of service, 20 days earned per year
 - 20+ years of service, 25 earned per year
 - Employees may carry over up to 15 weeks of annual leave per year

- ✓ **Personal Leave: Six days per year**
- ✓ **Sick Leave: 15 days per year, unlimited accrual**
- ✓ **Compensatory Leave**
- ✓ **Military Leave**
- ✓ **Leave Bank and Employee-to-Employee Leave**
- ✓ **Donations**
- ✓ **Employee Assistance Program**
- ✓ **Flextime and Teleworking opportunities for some positions**

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.