



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

PAYROLL CLERK

### **LOCATION:**

Department of Finance

### **POSITION SUMMARY:**

Processes payroll-related functions for Calvert County Public Schools.

### **REPORTS TO:**

Chief Financial Officer and Supervisor of Finance

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or possession of a general education development (GED) program certificate
2. Advanced training in business, accounting and word processing, Associate of Arts degree preferred.
3. Experience with payroll related procedures, including IRS reporting.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Demonstrated proficiency in the use of personal computers and software applications, including word processing and spreadsheets (Microsoft preferred).
2. Demonstrated proficiency in the operation of calculators and related office equipment.
3. Demonstrated proficiency in organization skills and general math skills.
4. Skill and ability to communicate orally and in writing with individuals within and outside the school system.
5. Ability to produce an accurate work product.
6. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
7. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in meetings.

8. Excellent interpersonal communication skills and pleasant telephone manner.
9. Demonstrated ability to exercise good judgment in making decisions, including handling telephone calls and composition of correspondence.
10. Demonstrated ability to react to change productively and perform other duties as assigned.
11. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Input information from timesheets into an automated system in a timely manner for processing of bi-weekly payroll and extra pay for extra work payroll.
2. Verify that salary information agrees to appropriate salary schedule as approved by the Board of Education.
3. Transmit direct deposit information to bank.
4. Verify and input all leave information received on absence reports from all schools and offices.
5. Review and verify all documentation for arithmetical accuracy.
6. Process employment verifications as requested.
7. Complete and submit Workers Compensation verifications as requested.
8. File payroll information in appropriate employee files and maintains other files and reports as necessary in an organized manner.
9. Maintain knowledge of all employee organization agreements to monitor compliance with leave and other issues that may affect payroll.
10. Prepare payroll date and work schedules.
11. Handle calls, research questions and correspondence regarding paycheck and deposit information, including withholdings, deductions, calculation of pay, leave, etc.
12. Provide support and backup as needed for the Staff Accountant. Some of these responsibilities include processing appointment notices, verifying voluntary deductions, processing vendor payments, producing and filing Maryland State Retirement reports, calculating and transmitting payroll taxes and year end W-2 verification and processing.
13. Comply with all related federal, state, and local laws, regulations, and policies.
14. Works extended hours and/or flexible hours as necessary with the approval of the Director of Finance.
15. Thinks, concentrates, and interacts positively with others.
16. Comes to work regularly and promptly.
17. Works under stress and meets all deadlines.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by the Chief Financial Officer and Supervisor of Finance

**PHYSICAL DEMANDS:**

Work is performed in a typical office environment and may require minimal lifting. Position is essentially sedentary.

**UNUSUAL DEMANDS:**

May be required to work flexible hours as necessary.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 17). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at:

<https://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.