

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

**RECRUITMENT NOTICE**

**Position:** Lead Payroll Specialist  
Regular, Full-Time Position

**Salary:** \$59,000 - \$81,300 (Legislative Specialist II)

**Principal Duties:**

- Oversee activities of payroll office and assign and review work of staff, process payroll and other personnel transactions, including entering and updating payroll, timekeeping, and personnel information for approximately 1,100 employees.
- Assure accuracy and confidentiality of payroll data, provide outstanding customer support to clients, enforce payroll policies and procedures, prepare reports and assist with special projects, maintain all records and reports pertaining to payroll and leave usage, 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 preferred
- 3-5 years' experience with processing payrolls.
- 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 NOVEMBER 29, 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](mailto:jobs@mlis.state.md.us) Website:<http://dls.maryland.gov/>  
**Code is 23/19SW (Required On All Resumes)**

*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.*

11/14/19