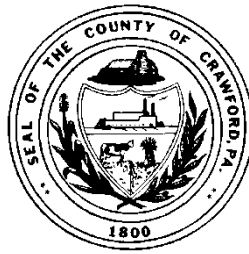


Crawford



County

ERIC S. HENRY
FRANCIS F. WEIDERSPAHN JR.
JOHN CHRISTOPHER SOFF
County Commissioners

**Human Resources
Department**
COURTHOUSE
MEADVILLE, PA 16335
(814) 333-7396

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

JOB VACANCY

Posting Period: September 11, 2023 to September 26, 2023

Job Title: HR/Payroll Specialist

Location: Crawford County Human Resources Office, 903 Diamond Park
Meadville, PA 16335

Classification: Full-Time — Non-Exempt, Non-Union

Work Hours: 8:00A.M. - 4:30P.M. Monday-Friday (40H) ½ hour unpaid lunch

Essential Duties: To assist and execute all payroll functions and to maintain employee files in an organized and confidential nature. To be efficient in the use of the County's Time and Attendance System. To assist with the day to day operation of the Human Resources Office and be responsible for performing a wide variety of confidential and administrative duties. To assist in assuring compliance with Federal, State, and County policies, procedures and regulations related to Crawford County Government.

Qualifications: High School diploma or GED is required. Associate's Degree in Business Management, Human Resources management, Accounting or related field is preferred. Minimum of 2-3 years' experience with processing payroll, benefit administration, human resources, or basic accounting functions with an understanding of Wage and Hour law, Internal Revenue Code and PA Department of Revenue policies.

Pay: \$17.00 - \$18.00 depending on education, experience and qualifications.

Benefits: Excellent benefit package

How to apply: Submit a cover letter, resume and county application to bjohnston@co.crawford.pa.us or to Crawford County Human Resources Office, 903 Diamond Park, Meadville, PA 16335

Applications are available in the Human Resources Office or on the County's website: www.crawfordcountypa.net

Late applications will not be accepted.