Payroll & Human Resources Clerk

Warren County, Mississippi

Position Title

Payroll & Human Resources Clerk

Department

Administration / Human Resources / Payroll

Reports To

County Administrator and/or Comptroller/Finance Director

FLSA Status

Non-Exempt

Position Summary

The Payroll & Human Resources Clerk performs administrative, clerical, payroll, and human resources support functions for Warren County. This position is responsible for assisting with payroll processing, employee records management, benefits administration, onboarding, personnel documentation, and other related human resources and finance duties. The employee must maintain confidentiality, ensure compliance with county policies and applicable laws, and provide professional customer service to county employees and departments.

Essential Duties and Responsibilities

Payroll Duties

- Assist with processing county payroll accurately and timely
- Review timesheets, leave requests, overtime, and payroll documentation for completeness and accuracy
- Enter payroll data into the county payroll system
- Maintain payroll records and employee earnings information
- Assist with payroll deductions, garnishments, direct deposits, and tax withholdings

- Prepare payroll-related reports and documentation
- Assist employees with payroll questions and issues
- Ensure compliance with federal, state, and county payroll regulations and policies
- Coordinate with departments regarding payroll deadlines and submissions

Human Resources Duties

- Maintain employee personnel files and HR records
- Assist with onboarding and orientation of new employees
- Prepare employment documents, forms, and correspondence
- Assist with benefits enrollment and employee changes
- Track employee leave balances and related documentation
- Assist with maintaining employee job descriptions and organizational records
- Support recruitment activities, including job postings and application tracking
- Assist with background checks, employment verifications, and personnel actions
- Maintain confidentiality of employees and personnel information
- Assist with compliance related to county policies, employment laws, and record retention requirements

Administrative Duties

- Answer phones and assist employees and the public professionally
- Prepare reports, spreadsheets, and correspondence
- Maintain filing systems and records retention
- Assist with special projects and departmental administrative tasks
- Perform other duties as assigned by management

Minimum Qualifications

- High school diploma or GED required
- Associate degree in accounting, business administration, human resources, or related field preferred
- Minimum of two (2) years of clerical, payroll, accounting, or human resources experience preferred
- Governmental payroll or HR experience preferred
- Experience with payroll software, HR systems, or accounting software preferred

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Knowledge, Skills, and Abilities

- Knowledge of payroll processing procedures and HR administrative practices
- Basic understanding of employment laws, payroll taxes, and benefits administration

- Strong organizational and time management skills
- Ability to maintain confidentiality and handle sensitive information
- Proficient in Microsoft Office applications, including Excel and Word
- Strong communication and customer service skills
- Ability to work independently and manage multiple tasks
- Ability to maintain accurate records and attention to detail

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Physical Requirements

- Ability to sit for extended periods
- Ability to operate standard office equipment
- Occasional lifting of files and office materials up to 25 pounds

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Working Conditions

Work is primarily performed in an office environment within county government facilities.

Equal Opportunity Employer

Warren County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.

Those interested in this position must submit a detailed resume to:

Nkemdili Lewis
Warren County Administrator
913 Jackson Street
Vicksburg, MS 39183

The office is open Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m.

Resumes should be sealed and marked "Resume – Payroll Clerk" on the outside of the envelope.

The **deadline** to submit a resume is **5:00 p.m. on Tuesday, September 8, 2026**.

Resumes received after the deadline will not be considered. If you have any questions, please contact Nkemdili Lewis, County Administrator, at 601-634-8073.