



## Job Announcement

# Office of the State Controller Division of Statewide Payroll

## Customer Support Analyst

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**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The successful applicant will serve at the pleasure of the State Controller and must pass a criminal background check.

### Major Responsibilities:

Employee works directly under the Payroll/Human Resource Coordinator; is responsible for processing the State of Idaho employee payroll; researching, interpreting, and applying regulations and laws; pre-auditing and processing personnel/position documents; providing clear and concise information to agencies on personnel/payroll related procedures; answering and/or directing helpdesk calls from State Agencies and the Public; maintaining information files; and performing related duties.

### Requirements:

Must maintain a consistent and reliable attendance throughout the work week. (Monday through Friday, 8am to 5pm) Some overtime may be required

Must be able to provide outside agency personnel and the public with clear and concise responses to complex issues using good public relation skills

Must be able to perform assigned tasks individually and within a team environment

Must have some experience researching, interpreting, and applying regulations and laws

Some knowledge of State Personnel/Payroll Procedures is preferred

**Beginning Salary:** \$17.00 per hour

**If interested please send resume' and cover letter to:**

Jen Callahan, Payroll/HR Coordinator  
State Controller's Office

e-mail: [dsprecruiting@sco.idaho.gov](mailto:dsprecruiting@sco.idaho.gov)

**Closing Date:** September 6, 2013