

COUNTY OF POTTER  
EMPLOYMENT OPPORTUNITIES

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

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**JOB TITLE:                   HR/PAYROLL ASSISTANT – Full Time**

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**JOB RESPONSIBILITIES AND DUTIES:**

- Assists in processing exception-based payrolls for approximately 600 employees including formulating and entering payroll changes.
- Serves as back-up for processing payroll as needed.
- Assists with county-wide time keeping system.
- Provides back-up for various functions of Human Resources Dept which may include but is not limited to:
  - FMLA and Worker’s Compensation
  - Posting vacant positions, receiving applications and fielding applicant questions
  - Onboarding new employees
  - Reconciling Unemployment reports.
- Assists with maintaining employee personnel and medical files.
- Travel by personal vehicle to various county offices as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain confidentiality.
- Proficient in Microsoft Office Suite or related software.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Strong organizational skills with ability to multi-task and meet deadlines.
- Knowledge of Federal and State laws regarding Human Resource issues including but not limited to FMLA, USERRA, FLSA, ADA, Payday Laws, Worker’s Comp and unemployment.
- Ability to work independently and manage time efficiently.

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED *and* 3-5 years of relative experience.
- Experience in Human Resources with larger employer preferred.

**PHYSICAL REQUIREMENTS:**

- Job includes sitting, standing, bending, stooping, reaching, walking and occasionally lifting approximately 25 lbs.

**SALARY:**

- \$45,000 - \$47,000 annually DOE

**APPLICATIONS MAY BE SUBMITTED TO  
POTTER COUNTY HUMAN RESOURCES DEPARTMENT AT  
[human-resources@co.potter.tx.us](mailto:human-resources@co.potter.tx.us)**

**OR**

**THEY MAY BE MAILED OR DELIVERED IN PERSON TO  
900 S. POLK, SUITE 705, AMARILLO TX 79101  
806-349-4831**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."**