



Job Announcement

Office of the State Controller Division of Statewide Payroll

Training/Documentation Specialist

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 Support Services Bureau Chief in the Division of Statewide Payroll to coordinate training classes (both on-line and class room); evaluates specialized training needs based on individual agency requirements; establishes training objectives; develops training material such as video and slides with subject matter; coordinates scheduling of training courses and facilities; maintain the DSP User Manuals in Sharepoint; work with all DSP bureaus to ensure accurate and concise documentation and presentations. Serves as backup for other members of the Support Services bureau and performs additional duties as assigned.

Requirements:

- Maintain a consistent and reliable attendance throughout the regularly scheduled work week and be aware some overtime may be required
- Have strong communication and presentation skills
- Provide state agency personnel with clear and concise responses to complex issues
- Have good organizational and problem solving skills
- Maintain a strong sense of customer service and professionalism, even in an occasionally stressful environment
- Manage multiple tasks assigned simultaneously, as well as work cooperatively as a team to complete projects
- Some experience researching, interpreting and applying regulations and laws
- Some knowledge of State Personnel/Payroll Procedures and SCO online applications is preferred
- Some knowledge of Microsoft Sharepoint software is preferred
- Some travel may be required

Beginning Salary: \$20.50 (dependent on experience)

If interested please send resume' and cover letter to:

Elizabeth Brooke
State Controller's Office
Email: dsprecruting@sco.idaho.gov

Closing Date: August 17, 2018