

Department: Personnel
Classification: Competitive
Grade: 2 M/C

SPEC DISK CA
DOCUMENT 15

EMPLOYEE RECORDS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the maintenance of the employee benefit program in the Personnel Office. This is a position involving accurately recording the entries of employee time sheets from various departments. The work is performed under the supervision of the Personnel Officer with considerable leeway for the exercise of independent judgement in accordance with established policies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Reviews a large number of employee time records for accuracy;
Enters new employees on the benefit program with department number, employee identification number, and anniversary date;
Records time taken amounts on the computer;
Checks comp time and overtime requests for accuracy before submitting these requests for payment;
Keeps a record of employees contributing to the sick leave bank;
Records and deducts time allocated to employees from the sick leave bank;
Keeps an accurate account of time credited to employees from the sick leave bank for payroll and leave time program;
Will be required to answer telephone inquiries with regards to employee benefits;
Maintains files and records;
Prints reports and submits copies of leave time to each department for review and corrections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of basic recording and record keeping techniques, ability to make entries accurately on the computer; good knowledge of office terminology, procedures, and equipment; ability to understand and carry out oral and written instructions; ability to express oneself clearly; clerical aptitude; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or equivalency and one year of clerical experience involving the use of a computer in record maintenance.