

Department: Civil Service
Classification: Competitive
Grade: 4M/C

SPEC DISK E2
DOCUMENT 4

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing of specialized personnel work with responsibility for the preparation and maintenance of personnel records, processing of personnel forms and providing assistance and guidance to employees and the public regarding policies and procedures. An employee may be assigned individual responsibility to particular areas of civil service such as the utilization of computerized and peripheral equipment, the recruitment and placement of personnel, aiding employees with health insurance, payroll certification, maintenance of civil service records or may assist the Personnel Officer in more complicated duties such as position classification and preparation of specifications. Work is performed under the general supervision of the Personnel Officer in accordance with established personnel policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides assistance to the Personnel Officer in various civil service procedures involving recruitment and placement of personnel, payroll certification, employee orientation, pre-employment physical examinations and record maintenance;
Reviews duties of proposed and existing positions for classification purposes and submits recommendations to Personnel Officer;
Reviews minimum qualifications on applications for examination and appointment;
Participates in recruitment programs by distribution of examination, announcements, conferring with representatives of news media, and talking to representatives of educational, civil and fraternal organizations;
Monitors examinations and scores continuous recruitment tests;
Provides data used in establishing and canvassing eligible lists;
Gathers and analyzes data used in administering the county salary plan and sick leave and vacation time records;
Meets with government officials to familiarize them with operations of Personnel Officer, application of Civil Service Law and rules to provide assistance;
May compile data regarding personnel turnover, unit costs, numbers and types of personnel transactions and prepares statistical reports;
Answers telephone, opens, sorts and distributes mail;
Types forms, correspondence, memoranda and reports;
Aides new employees in orientation to employment by explaining health insurance, and retirement system enrollment;
Complies with requests from State Retirement System by forwarding wage, employment and related data;
Aids employees in completing major medical claims;
Analyzes monthly health insurance billing, making changes as employee roster changes and submits reports to County Treasurer for payment;
Researches payroll records for unemployment benefits and reports data to State Labor Department;

Tabulates and keeps track of accumulated sick, annual and personal leave of county employees.
Proficiency in the operation of an electronic computer system and related peripheral equipment is a necessary requirement of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of records maintenance, personnel transactions and payroll certification procedures; ability to understand and carry out oral and written directions; ability to express oneself clearly both orally and in

writing;

ability to compose and type letters and memoranda, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Satisfactory completion of one year service as a Personnel Clerk Trainee or satisfactory completion of two years service as a Personnel Assistant.

OPEN COMPETITIVE: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of paid experience in public or business personnel administration; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in secretarial science or a related field and three years of paid experience in public or business personnel administration; or

(c) Graduation from high school and five years of paid experience in public or business personnel administration; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

AMENDED 8/1/02

Department: Civil Service
Classification: Competitive
Grade: 2M/C

SPEC C9
DOCUMENT 49

PERSONNEL CLERK TRAINEE

This is a trainee position in the Competitive Class. Appointment following examination is for a one year term during which time incumbents learn the basics of various phases of public personnel administration. Training is essentially on-the-job with academic assignments possible. Promotion upon successful completion of the training period may be made without further examination to Personnel Clerk.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school and three years of clerical experience including typing, one year of which shall have involved the processing of personnel transactions; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in secretarial science or a related field and one year of clerical experience including

typing, which shall have involved the processing of personnel transactions; or

- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).