

## **PERSONNEL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for performing entry level personnel functions associated with personnel administration. The Personnel Clerk maintains personnel records, answers routine personnel questions, and processes paperwork necessary for the civil service and personnel administration. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. The work is performed under the general supervision of the Personnel Officer, Director of Human Resources, or other senior human resources staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and informs senior staff of potential problems;

Responds to inquires from employees, the general public, departments, and/or officials of civil divisions served by the Personnel Office;

Provides orientation materials to new employees, answers routine personnel questions, and processes paperwork necessary for new hires to commence employment;

Maintains personnel records, such as leave accruals, flexible spending program enrollment information and unemployment benefit information;

Maintains records essential to the examination and appointment process such as canvass letters, eligible lists, scopes of examination, specifications and candidate information;

Reviews applications for examinations against adopted minimum qualifications and qualifies or disqualifies applicants in accordance with State law and local rules;

Assists departments and jurisdictions with canvass and recruitment processes as well as appointment paperwork;

Prepares a variety of reports and correspondence requested by senior staff;

Orders examination materials and participates in the administration of examinations;

Reviews payrolls and personnel data forms for completeness and correctness of entries;

Participates in the maintenance of roster records and other personnel record files;

Processes and maintains employee benefit system enrollments, changes and terminations;

Enrolls new employees for benefits and assists others when

changing benefits;  
Inputs personnel data from source documents directly into a computer system and makes additions, deletions and changes as directed;  
Follows up on personnel transactions such as probationary, provisional and temporary appointments;  
Prepares statistical, financial or narrative reports as requested;  
May meet with newly retired employees to provide exit meeting and/or assistance with selection of benefits;  
May prepare and distribute announcements for examinations;  
May visit towns, villages, school districts, or county departments for the purpose of conducting agency business.

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

Working knowledge of public personnel administration, including the provisions of the New York State Civil Service Law and Civil Service Rules;  
Working knowledge of the principles and practices of recruitment and examinations, merit system personnel transactions, and benefits administration;  
Working knowledge of the organizational structure and functions of local government in New York State;  
Working knowledge of records maintenance and personnel transactions;  
Working knowledge of office terminology, procedures and equipment;  
Ability to acquire a working knowledge of Civil Service Law and local rules and the procedures used in the administration of employee benefit programs and collective bargaining agreements;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;  
Ability to follow oral and written directions;  
Ability to communicate effectively with others, both orally and in writing;  
Ability to organize and maintain accurate records and files;  
Ability to analyze and organize data and prepare records and reports;  
Clerical aptitude and knowledge of office software and personal computing.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession

of an equivalency diploma and either:

- A) One year of clerical experience involving personnel transactions; OR
- B) Two years of clerical experience in an office situation; OR
- C) Completion of 30 credit hours at a regionally accredited or New York State registered college or university; OR
- D) An equivalent combination of training and experience as indicated in A), B) and C) above.

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COMPETITIVE