

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a moderately complex nature which requires a working knowledge of laws, rules and regulations pertaining to public personnel work, particularly in New York State. Employees in this class may be employed within County agencies, in municipal government or school districts. Assignments outside the Rockland County Department of Personnel generally cover broad duties. Assignments within the Rockland County Department of Personnel are usually restricted to specialized areas of operations, e.g., examinations, recruitment or retirement. Work examples that are considered unique to the Rockland County Department of Personnel are identified by (RCDP). The work is generally comparable to specialized principal-level clerical work and is distinguished from senior or lower-level clerical work by the responsibility and independence required. The work may require considerable public and employee contact and is performed under the general supervision of a technical/professional employee. Work guidance may be provided to a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains personnel files and records;

Provides information to employees concerning a variety of areas (e.g., fringe benefits, leave time, compensatory time, contract provisions, retirement, Civil Service status, laws or rules, death benefits, salary, etc.);

Reviews, processes and may complete a variety of personnel forms and transactions and maintains records of such;

Completes a variety of surveys from other municipalities, private companies, etc.;

Processes resolutions relating to salary and position establishment;

Collects and uses data pertaining to various personnel matters, such as wages, salary, length of service, etc.;

Prepares reports as required;

Reviews accounts, reports, vouchers, payrolls and other documents for completeness, accuracy and conformity with established procedures;

Assists with special projects by gathering and recording information, preparing charts, lists, etc., attending meetings, etc.;

Receives and processes a wide variety of personnel transactions; (RCDP)

Drafts announcements, checks status of applicants and reviews scope of examination against last examination; (RCDP)

Maintains examination candidate control processes; (RCDP)

Prepares eligible lists for typing, including the establishment of seniority and veterans' credits; (RCDP)

Prepares for and assists with the administration of civil service examinations, including various qualifying tests; (RCDP)

Canvasses eligible lists and schedules interviews;

Dispenses appropriate health insurance forms;

May interview or participate in interviewing eligibles and/or other applicants;

May maintain or oversee the maintenance of time and leave records for a department or municipality;

May prepare or oversee the preparation of departmental or municipal payroll;

May, in instances where basic qualifications are called for complete preliminary review of applications for approval or disapproval;

May maintain liaison with the County Department of Personnel concerning proper and legal course of action in civil service and personnel matters.

(over)

(2)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic principles, practices and terminology in connection with personnel procedures and forms (job and retirement applications, transactions reports, payrolls, job audit and classification forms); good knowledge of English grammar, punctuation and spelling; good knowledge of basic business arithmetic; working knowledge of civil service procedures, particularly involving examinations, eligible lists and certifications of eligibles and payrolls*; ability to understand and respond to questions regarding laws, rules, regulations relating to personnel procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships.

MINIMUM QUALIFICATIONS:

Either:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience or supervision of clerical work, one (1) year of which must have been in a responsible or supervisory capacity and one (1) year of which must have been in personnel work; or
2. Possession of a Bachelor's degree in Business Administration, Personnel, Behavioral or Social Science, Education, or comparable curriculum.

*To be demonstrated during the probationary period.