

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a moderately complex nature which requires a working knowledge of laws, rules, regulations, processes, and procedures pertaining to personnel and human resources work. 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 higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains personnel files and records;

Provides information concerning a variety of areas (e.g., benefits, leave time, compensatory time, contract provisions, retirement, status, laws or rules, death benefits, salary, payroll, FOIL requests, etc.);

Reviews, processes and completes a variety of personnel/human resources forms and transactions and maintains records of such;

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

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

Assists with special projects as needed;

Prepares for and assists with the administration of laws and rules (i.e. examinations, lists, etc.);

Performs administrative functions (i.e. correspondence, legislative resolutions, etc.);

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic personnel and human resources principles and practices; good knowledge of public contact principles and practices; working knowledge of practices and procedures as they apply to personnel and human resources transactions; working knowledge of maintaining files and records; working knowledge of, and the ability to understand and interpret laws and rules applicable to personnel and human resources processes and procedures; working knowledge of the New York State Civil Service Law*; ability to respond to questions relating to personnel and human resources processes and procedures; ability to make visual comparisons and identify errors or discrepancies; ability to prepare written material; ability to use computer software and applications; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, and two (2) years of which must have been in a responsible human resources or personnel (i.e. not entry-level) capacity**; or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of experience which must have been in a responsible human resources or personnel (i.e. not entry-level) capacity**; or
3. A Bachelor's degree in Business Administration, Human Resources, Behavioral or Social Science, Education, or comparable curriculum may be deemed fully qualifying.

(over)

*To be demonstrated during the probationary period.

**Personnel/human resources work shall be defined as duties and responsibilities at a principal clerical level or higher in any one or more of the following areas: recruitment/selection, wage and salary administration, job analysis, classification, training, career planning and development, payroll, or related function. The work must have substantially involved the knowledge and application of laws, rules and regulations, and policies pertaining to personnel work, particularly in New York State.