

RECORDS CLERK (PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: This is exacting filing and clerical work of a routine nature which involves the recording, proofing and filing of documents and papers in a personnel setting. The work is performed under the supervision of a higher-level employee and in accordance with established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records, proofs and files a variety of personnel documents and papers;
Verifies contents of documents for processing personnel-related materials;
Labels and files correspondence, forms, reports, memoranda and other documents related to personnel transactions;
Proofs documents received from County departments or outside jurisdictions against computer generated and/or other documents to ensure accuracy and completeness of data;
Assists in the maintenance of filing systems;
Assists in processing personnel transactions by verifying codes and dates, entering data into computer and recording information in log books or other records;
Enters a variety of coded and other information into computer and prepares related records and files;
Maintains records for preparation of reports;
Performs a variety of clerical duties which may include the operation of office machines, including computer, typewriter, label maker, printer, photocopier and fax machine;
May manually enter information on roster cards to verify payroll certification on a regularly scheduled basis in accordance with law and rules;
May provide routine personnel-related information to other employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and filing equipment and supplies; working knowledge of personnel forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, one (1) year of which must have been in a personnel setting.

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education in business or secretarial curricula may be substituted for up to one (1) year of the required general experience.