

SENIOR RECORDS CLERK (PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: This is exacting clerical work of a moderately difficult nature which involves a responsibility for receiving, recording, coding, filing and retrieving a variety of personnel records, documents and papers in a personnel setting. The work is performed under the supervision of a higher level clerical employee or an administrator. Work direction may be exercised over a small number of entry-level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

General and Local Municipalities:

Reviews and updates contents of profile and other personnel related documents and enters pertinent data on roster, position or other file system records, according to rules and procedures governing transactions;

Gives personnel information to authorized staff using personnel files, records and computer printouts;

Answers telephone and personal inquiries, providing information and referring calls to appropriate personnel, when necessary;

Devises and installs new filing systems and maintains a variety of records;

Gathers and compiles information needed for the completion of reports;

May assist with organizing and scheduling training programs.

In the Department of Personnel:

Compiles and records relevant data for completion of Requests for Examination Assistance (MSD – 300 forms) and forwards to appropriate personnel;

Collects information for preparation of Preferred Eligible Lists and arranges for correspondence to be sent to department heads;

Participates in training sessions and provides input regarding the Human Resource System, when necessary.

At Rockland Community College:

Receives and processes payroll authorizations for hiring and rehiring personnel in the Unclassified Service at the College by assigning codes, organizing information for data entry, calculating and recording special payroll rates, etc.;

Identifies employees in the Unclassified Service at the College who are eligible for health and dental benefits, provides health benefits booklets and other related materials to such employees and may explain benefits, when appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical 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 may be substituted for up to two (2) years of the required general experience on a one-for-one basis.