

Jurisdictional Class: Competitive
Adopted: September 20, 1978
Revised: June 11, 2010

PERSONNEL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work which involves responsibility for the application of Civil Service Rules and Regulations regarding eligible lists, appointments, and payroll certification. The work entails a high degree of accuracy and attention to detail. Work is performed under the direct supervision of the Principal Personnel Records Clerk and general direction of the Personnel Director or Personnel Technician with leeway for independent judgment in matters for which office procedure and policy have been established. Supervision duties may be exercised over subordinate clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the payroll certification process for the county, towns, villages, school districts, special districts, and/or the city;

Contacts department heads or payroll personnel on questions pertaining to payroll errors or failure to follow proper procedures, applications, reports of personnel change, etc, as established in Civil Service Law and/or county personnel requirements;

Discusses qualifications of candidates with appointing officers;

Assists in compilation, processing, and follow-up of Personnel Committee agenda items;

Reviews applications for appointments and examinations to ensure completeness;

Participates in the maintenance of detailed office records including canvasses, certifications, exam requests, exam notices, eligible lists, preferred lists, New York State Civil Service Law Section 55A applicants, veteran's credits, and applications, etc. in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;

Participates in the maintenance of detailed roster records for all County departments to insure individuals are employed in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;

Participates in the maintenance of detailed roster records for all town, village, school districts, special districts and the city employees to insure individuals are employed in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;

Assists in advising County departments, towns, villages, schools districts, special districts, and the city on personnel needs, classification of positions, and contract interpretation where applicable;

Types letters, reports, and forms using computer;

Operates various office machines;

Compiles various detailed reports as required and monitors such reports;

Assists new employees with employment paperwork explaining various fringe benefits and county programs, and ensuring that the Payroll Clerk receives necessary paperwork to enter into the payroll system;

Special projects as assigned by the Personnel Director or Personnel Technician;

Acts as proctor in conducting examinations.

Personnel Records Clerk

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, including procedures and equipment;

Good knowledge of business arithmetic and English;

Ability to operate a computer;

Ability to type accurately;

Ability to write legibly;

Ability to understand and follow complex oral and written instructions;

Ability to prepare and maintain detailed records and reports;

Ability to deal effectively with the public;

Attention to detail; initiative

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of general clerical experience supplemented by computer, data entry, and/or typing courses or experience*; or

(b) An Associate's Degree supplemented by computer, data entry, and/or typing courses or experience*; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

***NOTE:** Satisfactory completion of a high school course in typing, data entry, and/or computer will satisfy this requirement.