

Jurisdictional Class: Competitive
Adopted: May 14, 2003
Revised: June 25, 2010

PRINCIPAL PERSONNEL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves independent responsibility for such complex office functions as, but not limited to, payroll certification, recording reports of personnel change, assisting in the examination process, assisting in the review of applications, creation of positions, and all other paperwork required by State Civil Service Law and Clinton County Civil Service Rules and Regulations. Assisting with classification studies is also a part of the duties in this class. The incumbent also maintains records pertaining to County employee benefits. Work is independently performed under the general supervision of the Personnel Technician and the general direction of the Personnel Director with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Audits payrolls for certification purposes;
- Reviews and, when necessary, 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;
- Reviews qualifications of candidates with appointing officers on all appointments to ascertain eligibility for appointment and conformance with Civil Service Law and Clinton County Rules and Regulations;
- Conducts initial review and determination in classification studies and reviews for position title change and newly created positions ensuring all proper documentation is provided;
- Guides jurisdictions in the process of classification studies and potential layoff situations explaining the processes involved and the final results;
- Provides training/assistance to newly appointed payroll personnel as well as seasoned payroll personnel from various jurisdictions to ensure they understand Civil Service Law, Clinton County Rules and Regulations, and Civil Service procedures;
- Assists in special studies and surveys as assigned;
- Assists in the writing and typing of job specifications;
- Assists in compilation, processing, and follow-up of Personnel Committee agenda items;
- Compiles statistical reports as required;
- Conducts initial review and determination of applications for appointments and examinations to ensure candidates meet the required minimum qualification standards and takes appropriate action in accordance with Civil Service Law;
- Participates in the maintenance of all 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 Unemployment Insurance benefit processing with third party administrators and departments;

Principal Personnel Records Clerk

Participates in the maintenance of Worker's Compensation claim processing with third party administrators and departments;

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

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

Provides budgetary assistance;

Is responsible for carrying out the requirements of the Civil Service Law in conducting a properly executed exam program;

Conducts initial preparation work for Public Hearing ensuring that all backup and proper paperwork has been completed, participates in the Public Hearing process and revises Clinton County Civil Service Rules and Regulations resulting from New York State Civil Service Commission approval;

Assists subordinate personnel in the interpretation of Civil Service Law, Clinton County Civil Service Rules and Regulations, and county contracts;

Assists subordinate personnel with questions/problems involving a variety of personnel operations and procedures;

Acts as proctor in conducting examinations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Service Law and Clinton County Civil Service Rules and Regulations;

Thorough knowledge of proper techniques of public personnel administration;

Thorough knowledge of distinctions made in Civil Service administration in jurisdictional class and status of employees;

General knowledge of county governmental operations and functions;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of business arithmetic and English;

Ability to meet and deal effectively with people and to secure their cooperation and confidence;

Ability to type accurately;

Ability to communicate effectively both orally and in writing;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Personnel, or related field and two (2) year of experience in personnel work; one (1) year of which shall have been in a senior-level or supervisory capacity; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or related field and four (4) years of experience in personnel work; one (1) year of which shall have been in a senior-level or supervisory capacity; or
- (c) Six (6) years of satisfactory experience in personnel work involving the keeping of personnel records; one (1) year of which shall have been in a senior-level or supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.