

Jurisdictional Class: Competitive
Adopted: September 20, 1978 as Personnel Records Clerk
Revised: April 22, 2013

JUNIOR PERSONNEL ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for the application of Civil Service Law and Clinton County Rules and Regulations regarding civil service administration for all civil divisions that fall within the jurisdiction of the county. The work also involves responsibility for administering human resource functions for county government. The incumbent may have responsibility for: processing civil service transactions, maintaining employee history records, payroll certification, reviewing of applications, performing human resource functions, contract interpretation, benefits administration, the examination process, eligible list administration, and other related functions. The work entails a high degree of accuracy, attention to detail, and computational skills. Work is performed under direct supervision gradually allowing some leeway for independent judgment in matters for which office procedure and policy have been established. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Under direct supervision, certifies the payroll for the county, towns, villages, school districts, special districts, and the city and follows through with requesting necessary paperwork to ensure continued certification;
- Contacts department heads, payroll personnel, and agency contact personnel on questions pertaining to payroll errors or failure to follow proper procedures, applications, reports of personnel change forms, etc, as established in Civil Service Law and/or county personnel requirements;
- Maintains and updates detailed computerized personnel and roster records for the county, towns, villages, school districts, special districts, and the city to ensure individuals are employed in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;
- Assists county employees with new employment paperwork explaining various benefits and county programs and assists current county employees with questions regarding personnel issues and contract interpretation and benefits;
- Ensures that the county Payroll Clerk receives necessary paperwork/transactions for payroll and benefit purposes;
- Performs various phases of human resource and benefit administration for county employees, including benefits management of such programs as health insurance, sick leave bank, flexible spending plan, deferred compensation, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program, and other related benefits/programs;
- Assists in planning new methods and procedures for more efficient operation of the Personnel Department;
- Assists in the review of county budget reports to compute contract pay increases/increments, verifies year-end reports to compute contract pay increases/increments, and verifies those part-time employees who will qualify for increment and reduced insurance premium costs for insurance;
- Monitors and continually updates county employee records for the purpose of computing longevity benefits and other benefits per the contract;
- Assists in compilation, processing, and follow-up of Personnel Committee agenda items;
- 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;
- Discusses qualifications of candidates with appointing officers;
- Under direct supervision, maintains all aspects of the examination process and eligible list administration which may include exam announcements, canvasses, certifications, exam requests, exam notices, eligible lists, preferred lists, New York State Civil Service Law Section 55A applicants, veteran's credits, application

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review, etc. in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;
Assists in advising county departments on personnel needs and contract interpretation;
Assists towns, villages, schools districts, special districts, and the city on civil service processes including classification of positions, payroll certification, appointments, etc.;
Maintains county Unemployment Insurance benefit processing with third party administrators and departments;
Maintains county Worker's Compensation claim processing with third party administrators and departments;
Prepares all aspects of records retention and disposition of records for the department;
Prepares letters, forms, and detailed reports using computer, and monitors and updates reports as necessary;
Compiles and prepares account keeping records and reports for arithmetical and clerical accuracy;
Maintains and orders office supplies;
Operates various office machines;
Special projects as assigned by supervisor or director;
Acts as proctor in conducting examinations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business math and English;
Working knowledge of the principles and practices of position recruitment and examinations, merit system, personnel transactions, and benefits administration;
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
Ability to type accurately at an acceptable rate of speed;
Ability to perform close, detailed work involving considerable visual effort, concentration and computational skills;
Ability to analyze and organize data and prepare and maintain detailed records and reports;
Ability to write legibly;
Ability to understand and follow complex oral and written instructions;
Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
Initiative and sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher with at least two (2) courses (high school or beyond) in accounting, math and/or finances and one (1) course (high school or beyond) in computer, data entry, or typing; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience involving general accounting, math and/or financial duties supplemented by computer, data entry, and/or typing; or
- (c) Graduation from high school or possession of a high school equivalency diploma with at least two (2) courses (high school or beyond) in accounting, math and/or finances and one (1) course (high school or beyond) in computer, data entry, or typing and two (2) years of clerical experience; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

A qualifying typing examination will be required at an acceptable rate of 35 words per minute.