

## **SENIOR PERSONNEL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves performance of complex clerical and technical duties associated with the operation of a municipal personnel agency. The position requires a good understanding of personnel agency procedures and policies and responsibility for the exercise of judgement in a variety of personnel matters. The work may include assignments in several administrative areas, including civil service, benefits, human resources and workers-compensation. The work is performed under general supervision, with unusual problems being referred to a supervisor before action is taken. Supervision may be exercised over subordinate employees. A Senior Personnel Clerk does other work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Establishes, compiles, files and maintains a variety of personnel records;
- Composes and prepares reports, letters and other documents dealing with civil service, personnel benefits administration and labor relations matters;
- Trains employees of local municipalities in personnel appointment procedures and preparation of personnel transaction forms and other required documents;
- Trains and oversees work of subordinate clerical employees;
- Performs reception duties and answers questions about examinations, eligibility, salaries, benefits, workers-compensation and other information;
- Extracts information from files and records and produces reports as required by state and local agencies;
- Maintains detailed civil service and payroll records of employees of various jurisdictions under administration of a civil service agency;
- Mails announcements of examinations, application forms or other documents in response to requests from the public or in accordance with distribution instructions;
- Files application forms, test papers and records related to examinations and candidates;
- Rates examinations or reviews and checks objective examination ratings and enters qualifying candidates on eligible lists;
- Certifies names of candidates for appointment to positions of employment;
- Assists in certifying records indicating legality and propriety of civil service personnel transactions;
- Explains various benefit and insurance programs to employees and provides assistance in completion of required forms;
- Audits bills and monitors expenses related to program operation;
- Prepares material for and presents pre-employment sessions to new employees;
- May administer or monitor civil service exams;
- Assures security of various confidential material associated with the work;
- Utilizes data processing and word processing equipment to record information and produce correspondence, memoranda and reports;
- May attend administrative hearings as a representative of the department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the N.Y.S. Civil Service Law; thorough knowledge of policies and procedures of program area to which assigned; good knowledge of the principles and practices of supervision; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to type and operate alpha numeric keyboard at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Graduation from a standard high school or possession of an equivalency diploma, **AND**

**EITHER:** (A) Possession of an A.A.S. degree in business or secretarial studies, plus three years of clerical experience involving personnel transactions, benefit administration or other aspects of the human resource function;

**OR** (B) Five years of clerical office experience, three years of which must have involved personnel transactions, benefit administration or other aspects of the human resource function;

**OR** (C) Any combination of training and experience equivalent to (A) and (B) above.

**Competitive Class**

Adopted 12/12/2000 Personnel Officer