

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a wide variety of clerical tasks relating to personnel functions. Work is performed under general supervision in accordance with, policies and guidelines established by the agency. The exercise of judgment in carrying out assignments and in maintaining records security and confidentiality is an important feature of this class. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Acts as receptionist, answering questions from public concerning future job offerings;
Works in collaboration with the administration, develops and posts all job notices;
Reviews applications, to ascertain completeness of entries thereon;
Carries out payroll certification functions making entries on roster cards and checking validity of titles, rates of compensation, and accuracy of computations, and notifies proper authorities of discrepancies;
Maintains the personnel files of all employees to insure that all requirements of the various job requirements are properly filed;
May maintain and monitor agency organizational chart;
Maintains and monitors submission of tenure reports for certificated staff members, evaluations, observations, APR's and cumulative reviews are completed and filed per various contract language;
Complete any necessary SED required forms;
Types confidential correspondence pertaining to appointments, time off, resignations, retirements and terminations;
Assists in compiling statistical and other data to be used in the preparation of reports and/or negotiation proposals;
Assists in the data entry and maintenance of automated personnel/payroll records;
Performs other clerical duties relating to personnel administration, as assigned.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY AND/OR PERSONAL CHARACTERISTICS: Working knowledge of principles and practices of personnel administration; basic knowledge of Civil Service Law and local rules and regulations relating to Civil Service and personnel administration; good knowledge of arithmetic and English; ability to maintain strict confidentiality on all matters pertaining to departmental operations; ability to type, with a good degree of accuracy and speed; ability to carry out moderately complex written and oral instructions; neatness; accuracy; tact and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate Degree from a regionally accredited or NYS registered college or university in business or secretarial studies,
OR:
- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **and** two (2) years of full-time, paid clerical experience, including one year with major responsibility in accounting or payroll procedures;
OR:
- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **and** any combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class Adopted 1/7/76