

ASSISTANT PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, assists in the performance of moderately complex clerical work related to personnel transactions and records management. This differs from Personnel Clerk in that the duties are performed at a less specialized clerical level, under greater supervision, and involve a lesser degree of complexity and independent judgment. Supervision is not usually a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance of personnel/payroll records, time sheets, etc.;

Types canvass letters to be sent to candidates on eligible lists;

Types memoranda, statistical and other reports;

Assists in preparation of reports of personnel changes for submission to County Personnel Office;

Maintains records of employee increments, probationary terms, temporary appointments, etc.;

Secures information from personnel records and reports, as requested;

Performs related clerical tasks in support of the personnel/payroll functions of the department;

Answers routine inquiries either over telephone or over-the-counter.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the procedures utilized in the processing of personnel changes and the types of forms used in the administration of Civil Service and personnel rules and regulations; knowledge of the procedures used to input and retrieve data in the automated roster system; good knowledge of modern office methods utilized in the preparation and maintenance of records; familiarity with civil service, payroll and personnel procedures in Westchester County; ability to comprehend and execute oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; accuracy; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and two years of clerical or other general office experience, one year of which included processing records using word processing or database systems as the primary function of the position.

NOTE: Satisfactory completion of 30 credits* may be substituted on a year for year basis for each year of the general clerical experience, and for one year of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.