

HUMAN RESOURCES AUDIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents perform complex clerical work auditing personnel/payroll transactions and maintaining records in the Department of Human Resources. Incumbents of these positions may be assigned to processing and auditing of civil service, personnel, or examination forms and records. This position differs from Assistant Personnel Clerk in that the duties performed require greater knowledge of personnel programs and records management and audits the work submitted by the Payroll/Personnel Clerks in various County departments. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

May perform other incidental tasks, as needed.

WHEN ASSIGNED TO THE RECORDS ADMINISTRATION UNIT:

Audits and reviews personnel transactions for compliance with Civil Service, contractual and administrative rules and procedures;

Makes necessary corrections to personnel transaction forms;

Contacts departments to ascertain correct data, give information regarding changes, answers questions, etc.;

Inputs and retrieves data in an automated (roster) record and payroll system;

Checks payrolls for completeness and correction of items and procedures prior to certification;

Assists in answering questions concerning rules and procedures;

Maintains civil service records and files;

Follows up on probationary and temporary appointments;

Assists in the compilation of data for statistics on vacancies and/or appointments;

Secures information from records as required by staff for resolving current questions.

WHEN ASSIGNED TO EXAMINATION UNIT:

Collects information for use in reply to inquiries concerning examinations;

Audits and maintains changes in computer generated provisional lists;

Prepares letters, memoranda, examination requests, eligible lists, reports and examination admittance cards;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares and audits certifications from eligible lists, routine letters, memorandums;

Inputs and retrieves data from the automated records system;

Files letters, examination records, applications, claims for veterans credits;

Prepares examination announcements for distribution by inter-office and regular mailings;

Answers telephone and over-the-counter inquiries relative to examinations;

Reviews applications for entry level examinations;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the procedures used in processing personnel changes, and the various forms used in the administration of Civil Service and personnel rules and regulations; good knowledge of modern office methods utilized in the preparation and maintenance of records; knowledge of civil service, payroll, personnel and human resources procedures in Westchester County; knowledge of the procedures used to input and retrieve data in a computerized system; ability to comprehend, communicate and execute oral and written instructions; ability to establish and maintain effective working relationships; ability to maintain detailed records and files; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; accuracy; initiative; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) four years of clerical or administrative support experience, two years of which the primary function was the processing and auditing of records for compliance with rules, policies or procedures; or (b) four years of clerical or administrative support experience, two years of which was in Human Resources, Payroll or Benefits Administration which must have included preparing, processing and/or auditing personnel, benefits or payroll transactions.

SUBSTITUTION: 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 stated in (a) or (b).

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

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