

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position perform specialized, complex clerical work related to personnel management. The work may involve the processing of civil service, payroll, or personnel forms and records. This level differs from Office Assistant (Personnel), in that it involves performing more complex functions requiring the exercise of independent judgment within prescribed policy guidelines and procedures. The highest level, Senior Personnel Clerk, involves supervision over personnel clerks and involves responsibility over assigned administrative functions involving the frequent exercise of independent judgment. Incumbents may act in a lead capacity over lower level personnel/payroll clerk(s). Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains departmental personnel records;

Prepares Personnel Transaction Forms (PTFs), in compliance with the manual of procedures, for submission to the Department of Human Resources;

Follows up on personnel procedures such as probationary, provisional and temporary appointments, medical examinations and attendance records;

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

Answers questions concerning canvassing and appointment procedures;

Reviews replies to eligible list canvass;

Maintains and assists in the maintenance of up-to-date status of position lines, promotions, demotions, increments, transfers, separations, leaves without pay, evaluation reports, vacancy reports, etc.;

Assists in the training of new clerical assistants in the Department when required;

Prepares routine memorandums, letters, statistical reports concerning turnover, vacancies, EEO status, and other forms;

Assists with special personnel studies, as requested;

May perform other incidental tasks, as needed;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personnel practices and procedures as relates to processing personnel and payroll changes; knowledge of the Westchester County Personnel Rules as they apply to personnel selection and the use of eligible lists; knowledge of the terms and conditions of negotiated labor agreements as relates to personnel and payroll functions; knowledge of modern office methods in the preparation and maintenance of records; knowledge of the Westchester County automated human resource records system; skill in the use of database, word processing, e-mail, calendar, and/or spreadsheet applications; ability to read and comprehend written materials; ability to comprehend and execute oral and written instructions; ability to deal with people effectively; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; accuracy; thoroughness; reliability; resourcefulness; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High school or equivalency diploma and either (a) two years of experience where the primary responsibility of the position was processing personnel and/or payroll records in a computerized system, one year of which must have been in a government agency (local, state or federal); or (b) three years of experience where the primary responsibility of the position was processing personnel and/or payroll records in a computerized system.

Please note that experience which only involved maintaining time and leave balances is not sufficient to meet the qualifications for this title.

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 recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary,