

SENIOR PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position coordinates and performs various specialized administrative support and clerical functions in the Personnel division of a large department. This is the highest level of this series and requires the incumbent to exercise independent judgment in the performance civil service and reporting procedures within an automated personnel/payroll systems environments. Incumbents may act in a lead capacity or may supervise lower level clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and performs the canvassing of Civil Service lists and appointment procedures in accordance with Civil Service Law and County rules, regulations and administrative policies and procedures;

Establishes and maintains both manual and automated confidential personnel roster records and files to document employees' history;

Processes appropriate transaction forms and documentation, and maintains up-to-date status of position lines, promotions, demotions, increments, transfers, separations, leaves without pay, out-of-title payments, probationary periods, evaluation reports, vacancy reports, staff change reports, time and attendance reports, leaves of absence, extended sick leaves, etc. using both manual and automated record systems;

Generates complex personnel/payroll reports from an automated system;

Oversees the maintenance of time and attendance records in an automated system;

Controls, audits and distributes departmental paychecks to ensure proper receipt of checks;

Provides information and processes appropriate forms and documentation related to benefits administration (i.e. health insurance, dental insurance, retirement, tuition reimbursement, workers compensation, etc.);

Trains new clerks and provides direction to lower level staff in personnel/payroll procedures and reporting requirements;

Implements new procedures or forms as directed;

Prepares and types letters, job postings, position descriptions, position certifications and other related personnel documents;

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

May perform other incidental tasks, as needed;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of personnel practices and procedures as related to processing personnel and payroll changes; thorough knowledge of modern office procedures in the preparation and maintenance of records; good knowledge of the Westchester County automated human resource system; good knowledge of New York State Civil Service and public personnel practices and procedures, including personnel selection and the use of eligible lists; good knowledge of negotiated labor agreements as relates to personnel and payroll functions; ability to supervise the work of others; ability to communicate effectively both orally and in writing; ability to use of 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; accuracy; reliability; thoroughness; dependability; resourcefulness; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of high school or equivalency diploma and five years of experience where the primary function of the position was processing and auditing personnel and/or payroll records, one year of which must have been in a government agency (local, state or federal) and one of which must have been in a human resource or personnel office.

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

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the above stated general experience. There is no substitution for the one year of experience in a government agency or the one year of experience in a human resource or personnel office.

*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 Department of Education 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.