

## PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class coordinates and performs specialized clerical tasks related to personnel management in accordance with established rules and procedures. The work involves the processing of civil service and personnel forms; the maintenance of employee records, the establishment and maintenance of employee personnel files and, depending upon assignment, may also involve the processing of benefits forms and records. This position has contact with various levels of employees as well as the general public. Supervision may be exercised over part time or seasonal support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes and maintains employee personnel records including paperwork relating to Civil Service, New York Retirement System, Worker's Compensation, etc.;

Checks personnel changes for conformance with rules and procedures;

Enters details of time/leave charges on appropriate records and maintains records of same;

Answers questions concerning civil service rules and procedures;

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

Prepares postings for vacancies and may compile data for reports on vacancies, appointments, etc.;

Receives resumes, applications and inquires regarding positions available or civil service position postings;

Prepares routine letters, memoranda, forms, etc.;

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

Reviews replies to eligible list canvass letters, records responses, and prepares appropriate paperwork;

Responds to questions concerning canvassing and appointment procedures;

Maintains records on position lines, promotions, demotions, increments, transfers, separations, leaves without pay, evaluation reports and vacancy reports for BOE approval;

May process dental and/or health insurance enrollments and cancellations and/or distribute information concerning health insurance benefits;

Prepares reports for county, state and federal agencies relative to personnel;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May conduct salary surveys;

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 administration; good knowledge of modern office methods in the preparation and maintenance of personnel records; good knowledge with the Westchester County Personnel Rules; ability to comprehend and execute oral and written instructions; ability to deal with people effectively; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; reliability; resourcefulness.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, one (1) year of which the primary responsibility of the position was processing personnel and/or payroll records.

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

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted for the required clerical experience at the rate of 30 credits per year of experience, up to a maximum of two (2) years. There is no substitution for the one year of 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 recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special Districts  
Cities of Peekskill and Rye  
School Districts/Municipalities

J. C.: Competitive

Job Class Code: 0174/S174