

DEPARTMENT: PERSONNEL & CIVIL SERVICE
CLASSIFICATION: COMPETITIVE
APPROVED: 10/09/91

SENIOR PERSONNEL RECORD CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position of a technical nature which involves supervisory duties. This position may involve responsibility for supervising subordinates assigned, such office function as, but not limited to, payroll certification, reports of personnel change, creation of position, and all other paper work required by legal residence, law, rules, contracts and office policy. Assisting with classification studies is also a part of the duties in this class. Independent judgment is used in assigned matters for which office procedure and policy have been established. Does related duties as required.

TYPICAL WORK ACTIVITIES:

1. Review and approve all paper work for individual departments on new and re-hired employees and when assigned interviews, employees briefing them on benefits, retirement, salary, etc.;
2. Review and verify all input to the County computer regarding personnel status input;
3. When assigned verify benefit and longevity time, and approve the Personnel Section of all departments for the yearly County Budget input regarding salary, and correct number of positions;
4. Keep all accounting records for the Department;
5. Answer questions regarding procedures, policies and requirements;
6. May supervise and advise clerical employees in all their assigned duties;
7. Compiles statistics, does special studies survey and presents findings orally and/or in writing;
8. Explain County policy, benefits, procedures, applicable bargaining unity, Civil Service Law, etc., as it pertains to employees as assigned;
9. Create personnel records for all new employees and maintain personnel files on all employees using department record keeping procedures;
10. Prepare departmental payroll;
11. Assigns internal and/or external examination monitors, coordinates payroll certifications, may take and prepare meeting notes;
12. Coordinate with Personnel, Civil Service and Treasurer's department concerning changes in bargaining agreements, arbitration awards, or PERB Rulings which affect employees pay status.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

A thorough knowledge of standard Personnel procedures; a general knowledge of County governmental operations and functions; knowledge of proper techniques of public personnel administration; command of the English language; ability to meet and deal effectively with people and to secure their cooperation and confidence; ability to type; ability to direct the work of others to achieve the goals of the office; initiative; good judgment; courtesy; tact, and neat personal appearance; physical condition to commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Three (3) years of permanent competitive status in the Personnel Department or Civil Service Office immediately preceding the date of the written examination.

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SENIOR PERSONNEL RECORD CLERK ... CONTD.

OPEN-COMPETITIVE: Graduation from high school preferably in business subjects with courses in typing and or a possession of a New York State equivalency diploma:

- AND:**
1. Graduation from a regionally accredited or New York State registered approved college or university in business or business office oriented course, and one (1) year of experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work;

OR: 2. Graduation from a regionally accredited or New York State registered approved two (2) year college or business school with an Associate's Degree or an AOS degree in business or business office operation courses, or completion of two (2) years (60 credit hours) in a four (4) year regionally accredited or New York State registered approved college or university, and three (3) years experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work, one (1) of which must have include supervision of others in the personnel field;

OR: 3. Five (5) years experience in personnel work as detailed in above, two (2) years of which must have been in supervision of others in the personnel field.

NOTE: One (1) year of post high school education in a regionally accredited or New York State registered approved college, university, or business school with courses in Secretarial Science or Business Administration may be substituted on a year for year basis for the above office experience. However, two (2) years of the required experience, one (1) year of which included supervision cannot be equated.

SPECIAL NOTE: Candidate must have the ability to type at 35 words per minute.