

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position perform specialized, complex clerical work related to personnel and records management. Work involves the processing of civil service, payroll, or personnel forms and records. This level differs from Office Assistant (Personnel), in that assignments involve performing more complex functions requiring independent judgment within prescribed policy guidelines and procedures. The higher level Senior Personnel Clerk requires the frequent exercise of independent judgment in the absence of supervisors and may involve supervision over personnel clerks. Incumbents may supervise subordinate staff or 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 and either performs or participates in the performance of transactions such as new hires, promotions, demotions, etc.;

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

Uses online resources such as the Personnel Transaction manual to research the appropriate methods for submitting personnel transactions;

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

Prepares canvass letters for dissemination to candidates on eligible lists;

Answers questions concerning canvassing and appointment procedures;

Reviews replies to eligible list canvass; prepares the appropriate documentation for submission to the Department of Human Resources;

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 training new clerical assistants in the Department as required;

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

Assists with special personnel studies, as requested;

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.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personnel practices and procedures relating 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; 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 use of database, word processing, e-mail, calendar, and/or spreadsheet applications; 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: Either: (a) Satisfactory completion of 60 credits* and two years of experience which involved processing personnel and/or payroll records in an automated system; or (b) Satisfactory completion of 90 or more credits* and one year of the experience stated in (a).

NOTE: Experience that solely involved maintaining time and leave balances does not count towards the required 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, degree-granting institution

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Job Class Code: C0763
Job Group: VII