

CHIEF PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the direction of the Civil Service Unit of the County Personnel Department. The work is performed under the general supervision of the County Personnel Officer with considerable leeway allowed for the exercise of independent judgment in work details. Supervision is exercised over all employees of the Civil Service Unit. The position entails a high degree of public contact. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the processing and recording of Civil Service transactions;

Reviews applications for employment and examination;

Revises, and occasionally prepares, class specifications;

Reviews municipal payrolls and notifies municipalities of Civil Service discrepancies;

Requests and monitors examinations;

Advises the Personnel Officer on Civil Service matters;

Gathers information for, and prepares, detailed tabular reports;

Composes correspondence;

Meets with individuals and groups interested in employment with Ulster County and explains opportunities available and procedures for applying;

Conducts performance evaluations of unit staff;

Administers the Record Retention Schedule;

Assists in the implementation of a computerized Payroll/ Personnel System;

Creates forms and procedures for the use in reporting Civil Service Transactions;

Handles non-routine inquiries from municipal officials and the general public on Civil Service matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Civil Service record keeping and reporting requirements and procedures; thorough knowledge of office terminology, procedures and equipment; good knowledge of techniques for application review; working knowledge of the principles of preparing job classification specifications; ability to supervise the work of others;

ability to deal effectively with municipal officials and with the general public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. An Associate's Degree in Business Administration or a related field and three (3) years of experience in a position involving the supervision of employees engaged in the processing of Civil Service personnel transactions; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical experience, including three (3) years in a position involving the supervision of employees engaged in the processing of Civil Service personnel transactions; **OR**
- C. Seven (7) years of clerical experience including three (3) years in a position involving the supervision of employees engaged in the processing of Civil Service personnel transactions; **OR**
- D. An equivalent combination of training and experience as indicated in A, B, and C above.

ULSTER COUNTY
1210 CH PERS CL

Revised: January 26, 1984