

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work responsible for processing a variety of personnel related transactions. There is considerable public contact involved in the carrying out of assignments. The incumbent will be responsible for verifying records and answering questions related to civil service and/ or personnel activities. The work is performed under general supervision with some leeway allowed for the use of independent judgment. 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.

Participates in the maintenance of employee roster records;

Processes and checks personnel changes referring problems to higher level employee;

Reviews payrolls for completeness and correctness of entries referring problems to higher level employee;

Maintains personnel files;

Follows up on personnel procedures such as probationary, provisional and temporary appointments;

Compiles data, as instructed, for research on vacancies and appointments;

Secures information, as instructed, for resolving current problems/ questions;

Enters and retrieves personnel and payroll data via CRT;

Types information on various civil service forms;

Types routine correspondence;

Responds to routine questions relating to civil service and/ or personnel procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of basic clerical procedures involving personnel transactions; working knowledge of office terminology; ability to acquire a working knowledge of Civil Service Law and local rules; ability to follow oral and written directions; depending on the individual position, ability to type accurately and at an acceptable rate of speed; tact and resourcefulness in dealing with people; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Personnel Clerk

A. High school graduation or possession of a high school equivalency diploma and one year of full-time paid clerical experience; **OR**

B. Two (2) years of full-time paid clerical experience.

Note: College level study may be substituted for the above required work experience; thirty (30) semester credit hours are considered the equivalent of one year of full-time experience.

ULSTER COUNTY

4720 PERS CLK

Classification: Competitive

Grade: 7

Union: CSEA

Adopted: April 4, 1979

Revised: June 19, 1979

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Revised: May 3, 1989