

HUMAN RESOURCES CLERK (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult, specialized clerical duties associated with the human resource and civil service functions. The work is performed under general supervision with leeway allowed for the exercise of independent judgment in assigned matters for which office procedure and policy have been established. Supervision of the work of others is not normally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Audits payrolls for certification purposes and reviews, and when necessary, contacts department heads or payroll personnel on questions pertaining to payroll errors or failure to follow proper procedures, applications, reports of personnel change, etc., as established in Civil Service Law and/or agency policy and procedures; Assists in the posting of vacancies, receives resumes/applications, responds to inquiries regarding employment opportunities, and follows up appropriately with candidates; Assists in the orientation and processing of paperwork related to new hires and other changes in employment status i.e.: change in position title, department, address, name, etc. Maintains, copies, and distributes personnel forms and orientation packets for new hires; Establishes and maintains employee personnel records including, but not limited to, paperwork relating to Civil Service, teacher certification, appointment status, seniority, attendance, leave records, workers compensation, etc.; Assists in processing all required Civil Service and New York State Education Department paperwork and reports; Assists in employee benefits administration, including assuming responsibility for overseeing specific programs; Assists in special studies and surveys as assigned; Assists with department filing, including archiving, records management, etc.; Prepares and maintains files for routine letters, memoranda, agreements, and forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; Good knowledge of business arithmetic and English; Good knowledge of the payroll function; Working knowledge of employee benefits; Ability to understand and carry out oral and written directions; Ability to deal effectively with the public and employees at all levels; Ability to communicate effectively both orally and in writing; Good organizational skills; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact, courtesy, and professionalism; Confidentiality; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(1) Graduation from high school or possession of a high school equivalency diploma and (2) two years of clerical experience which must have included responsibility for personnel transactions involving maintenance of personnel records, payroll processing, benefit administration, civil service, and/or teacher certification records and procedures, or related work.

Adopted 10/29/13

Reviewed 9/20/23; 10/31/23