

## **PERSONNEL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs specialized clerical work involving a variety of civil service and payroll functions. Work is performed under the general supervision, with leeway allowed for the exercise of independent judgement in assigned matters for which office procedure and policy have been established. Supervision of others is not usually a responsibility of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Prepares payrolls for certification purposes; Assists in special studies and surveys as assigned; Types routine letters, memoranda, records, etc.; Assists in the maintenance of civil service records including preparation of 426's for personnel changes; May be assigned to take notes of meetings and type minutes as assigned; May assist in carrying out the requirements of the Civil Service Law within their respective department; Maintains a variety of personnel records including personnel files, paid leave time records, etc.; Assists in employee benefit administration; Assists in processing employees and related paperwork for new hires and other changes in employment status; Assists with insuring that contractual requirements are followed within their department; Provides information to employees and others regarding various civil service and personnel issues.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology procedure and equipment; Good knowledge of business arithmetic and English; Working knowledge of New York State Civil Service Law and Civil Service Rules; Working knowledge of governmental operations and functions; Working knowledge of basic clerical procedures; Working knowledge of personnel transactions; Working knowledge of the terms of applicable collective bargaining agreements; Working knowledge of the benefits provided to employees; Ability to meet and deal effectively with people and to secure their cooperation and confidence; Ability to communicate effectively both orally and in writing; Awareness of the importance of confidentiality in dealing with personnel matters and ability to maintain such confidentiality; Initiative; Sound judgment; Courtesy; Tact; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

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

**NOTE:** Post high school educational training in secretarial science or related field may be substituted for general clerical experience on a year for year basis but not to exceed one year, but may not be substituted for the clerical experience requiring personnel or related work.

Adopted 8/10/00

Reviewed 3/5/02; 11/5/19; 9/19/24; 6/26/25

Revised 11/21/2006; 3/6/17