

HUMAN RESOURCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs specialized clerical work involving a variety of human resource and civil service functions. Work is performed under the direct supervision of a Personnel Technician 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) Audits payrolls for certification purposes; 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 County Personnel requirements; Assists in special studies and surveys as assigned; Types routine letters, memoranda, job specifications, records, etc.; Assists in the maintenance of civil service records including canvasses, certifications, roster cards, reports of personnel change, exam requests, exam notices, exam lists, etc.; May be assigned to take notes of meetings and type minutes as assigned; Assists in carrying out the requirements of the Civil Service Law in conducting a properly executed exam program; Maintains a variety of personnel records including personnel files, paid leave time records, etc.; Assists in employee benefit administration including assuming responsibility for overseeing specific programs; Assists in processing employees and related paperwork for new hires and other changes in employment status; Assists in the implementation of collective bargaining agreements by insuring that contractual requirements are followed by departments; Provides information to employees and others regarding various civil service and personnel issues;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of New York State Civil Service Law and Civil Service Rules; Working knowledge of County governmental operations and functions; Working knowledge of basic clerical procedures; Working knowledge of personnel transactions; Good knowledge of the terms of applicable collective bargaining agreements; Good knowledge of the benefits provided to employees including related paperwork and procedures; Good knowledge of office terminology procedure and equipment; Good knowledge of business arithmetic and English; 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 11/21/2006

Reviewed 7/21/11