

## **PERSONNEL CLERK**

**LOCATION:** Tioga County Personnel & Civil Service  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Grade V  
**ADOPTED:** 11/21/94; Revised 4/01, 9/02, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult clerical work involving processing a variety of personnel, civil service and workers compensation related transactions. Employees may be assigned to a specific area such as personnel changes, eligible list maintenance and related tasks. There is considerable public contact involved in the carrying out of assignments. The incumbent will be responsible for answering questions, and verifying civil service and personnel records, including benefits and workers compensation. The work is performed under general supervision from a department designee with leeway for use of independent action; supervision may be exercised over the work of subordinate employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Transcribes personnel data from source documents directly into a computer system, making additions, deletions and changes as directed;
- Files and maintains various employee records, including personnel change forms, health insurance forms, workers' compensation information and related correspondence;
- Records examination information in computer system and creates candidate eligible and roster lists;
- Maintains records essential to the hiring process, including canvass dates, candidate interest and availability and certification dates;
- Prepares, types and circulates announcements for examinations;
- Prepares and processes purchase orders for payment of department bills;
- Collects and records payments for fees (ex. health insurance, examination fees);
- Prepares correspondence from draft documents;
- Prepares and maintains orientation packets and other benefit forms;
- Responds to inquiries from employees, the general public and officials of civil divisions served by the Personnel Office;
- Reviews payrolls for completeness and correctness of entries;
- Assists in administering civil service examinations and follows established procedures to ensure an objective testing process;
- Copies and distributes various items as requested by department staff;
- Attends meetings and conferences as requested by department;
- May assist in the review of candidates applications for appointment;
- May supervise subordinate clerical employees.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of records maintenance; good knowledge of basic math and English skills; ability to acquire a working knowledge of policy and procedures used in the administration of employee benefit and civil service programs; ability to type accurately at a moderate rate of speed; ability to follow oral and written directions; ability to communicate effectively with others, both orally and in writing; ability to maintain confidentiality in regard to departmental matters; attention to detail; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and **EITHER:**

- a) Completion of two (2) years of study at a regionally accredited or New York State recognized college or university with major course work in secretarial science or a closely related field, and one (1) year of full-time paid clerical experience or its part-time equivalent, which shall have involved typing; OR
- b) Graduation from an approved secretarial or business school or BOCES certificate of completion in office technologies and (2) years of full-time paid clerical experience or its part-time equivalent as stated in (a) above; OR
- c) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience or its part-time equivalent as stated above.