

**DEPARTMENT:** MUNICIPALITIES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** OCTOBER 8, 2010

**PERSONNEL RECORDS CLERK (MUNICIPALITIES)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs administrative and clerical support duties in a personnel office. Responsibilities include maintenance of personnel records, attendance and leave records, employee benefits, performance evaluations and the processing of salary increments. Duties also include responsibility for assisting department personnel by performing research to aid in planning, implementing and evaluating personnel policies, functions and statutory responsibilities. The work is performed under the general supervision of the department head in accordance with established policies and guidelines. Supervision may be exercised over a small staff of subordinate clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Prepares all Reports of Personnel Change (RPCs) to Civil Service and payroll including salary changes and personnel transactions for support staff;
2. Maintains attendance data for all employees from submitted timesheets and prepares and distributes monthly reports;
3. Maintains accuracy of a personnel database by updating records relative to employee status, tenure eligibility, seniority, longevity and benefit dates, etc.;
4. Extracts data from a Human Resources Information System (HRIS) and prepares various ad hoc reports from information contained in computerized information systems including databases and spreadsheets;
5. Inputs on a timely basis all personnel data into HRIS including health insurance plan, retirement system number and tier, educational degrees, attendance data, demographic data, job classification, employment status, tax information, etc.;
6. Reviews and ensures all documents in the employment packet are completed properly for all employees;
7. Prepares, updates, and distributes periodic reports, lists, and notifications including seniority lists, appointment letters, probationary evaluation forms, yearly evaluations, salary increase lists, mailing labels, etc. to ensure that all personnel and payroll records are accurate and up-to-date;
8. Researches personnel data for unemployment, employment verification/references, retirement system inquiries, worker's compensation reports, employee inquiries, etc.;
9. Prepares, maintains, and distributes reports, lists and correspondence related to personnel;
10. Answers phones, takes messages, opens and distributes mail, schedules appointments and meetings, etc.;
11. Completes personnel related forms including workers compensation, no-fault insurance claims, prior service claims for retirement, etc.;
12. Prepares and responds to correspondence when necessary;
13. Balances quarterly unemployment bills and submits to accounting for payment and disputes any bills for those who are ineligible for unemployment;
14. Operates a personal computer and related peripherals, adding machine, copy machine, fax machine, and related modern office equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:**

Working knowledge of the principles and practices of personnel administration; working knowledge of Civil Service Law and the Niagara County Rules for the Classified Civil Service; working knowledge of the procedures used in the administration of labor agreements and employee benefit programs; working knowledge of department functions and operations; skills in utilizing a personal computer at an acceptable rate of speed and accuracy; ability to use a personal computer and related peripherals and modern office equipment; ability to communicate with others both orally and in writing; ability to maintain accurate records and prepare reports; ability to get along with others; initiative; tact and courtesy; sound professional judgment; physical condition commensurate with the demands of the position.

**CONTINUED**

**PERSONNEL RECORDS CLERK (MUNICIPALITIES) CONTINUED**

**MINIMUM QUALIFICATIONS:**

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Three (3) years of permanent competitive status as a Typist or two (2) years of permanent competitive status as a Senior Typist, Stenographer, Account Clerk Typist, Account Clerk Stenographer, or Payroll Clerk **and** candidate must meet the open competitive qualifications.

**OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a Business related field; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a Business related field **and** two (2) years of full-time paid clerical experience responsible for personnel records management including maintaining records in at least two (2) of the following areas: personnel files, employee benefits, attendance, unemployment, workers compensation, staff training, etc.; **OR**

Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid clerical experience responsible for personnel records management including maintaining records in at least two (2) of the following areas: personnel files, employee benefits, attendance, unemployment, workers compensation, staff training, etc.