

**DEPARTMENT:** HUMAN RESOURCES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MARCH 31, 2017

**SENIOR PERSONNEL RECORD CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a wide variety of moderately difficult and widely varied personnel-related clerical duties relating to civil service and human resources functions. The incumbent is responsible for all aspects of civil service exam administration such as recruitment, application review, exam preparation and administration, and eligible list maintenance. The incumbent maintains civil service and human resources records, answers routine questions, and processes paperwork necessary for civil service and human resources administration. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. When assigned, the incumbent may provide assistance to county department staff to ensure that policies and procedures are followed. An employee in this class is required to employ the highest degree of discretion to insure the confidentiality of departmental records. Work is performed under the general supervision of the Personnel Officer, Director of Human Resources, or other senior staff. Independent judgment is used in assigned matters for which office procedure and policy have been established. Does related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Requests exams, orders examination materials, reserves exam facilities, and leads and participates in the administration of examinations which includes working on Saturday;
2. Prepares, posts, and distributes job opening and examination announcements;
3. Acts as examination security designee;
4. Utilizes a database to maintain and update examination candidate data records, query data, and produce letters and reports in support of civil service examination and eligible list administration;
5. Reviews applications against adopted minimum qualifications to determine candidate eligibility in accordance with state law, local rules, and policies;
6. Ensures that eligible lists are established accurately to include the proper application of veteran and seniority credits;
7. Responds to inquiries from employees, the general public, departments, and/or municipal officials;
8. Enters, updates, and researches databases that maintain veterans credits, transcripts, and examination fees information;
9. Canvasses and certifies eligible lists, records results, and ensures that appointments are made in accordance with Civil Service Law and assists departments and jurisdictions with canvass and recruitment processes;
10. Processes employee and human resources transactions in a computerized database and ensures that policies, procedures, laws, and union contracts are followed;
11. Extracts data from computerized information systems including databases and spreadsheets and prepares various ad hoc reports;
12. Prepares, maintains, and distributes reports, lists and correspondence related to civil service and human resources;
13. When assigned, researches policies, procedures, and union contracts in order to answer questions and ensure proper administration of employment and human resources matters;
14. Maintains employee personnel, medical, and related files in accordance with department policies, procedures, and records management schedules;
15. May certify payrolls by verifying the validity of titles, pay rates, and appointments in accordance with Civil Service Law;
16. May explain County employment policy, benefits, procedures, applicable bargaining union, Civil Service Law, etc.;
17. May visit towns, villages, school districts, or county departments for the purpose of conducting agency business.

**CONTINUED**

## **SENIOR PERSONNEL RECORD CLERK CONTINUED**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of human resources administration; thorough knowledge of Civil Service Law and the local rules; working knowledge of the procedures used in the administration of labor agreements and employee benefit programs; working knowledge of government department functions and operations; procedures; 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; ability to meet and deal effectively with people and to secure their cooperation and confidence; ability to maintain confidentiality; ability to deal with difficult situations and persons with tact; ability to lift boxes up to fifty (50) pounds; willingness to work on Saturday; initiative; sound professional judgment; courtesy; tact; neat personal appearance; physical condition to commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND**

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 **AND** one (1) year of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work; **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** three (3) years of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work; **OR**

Five (5) years of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work.

### **SPECIAL REQUIREMENT:**

Candidates must have the ability to type at a rate of thirty-five (35) words per minute.