

## **PERSONNEL CLERK – MONROE COMMUNITY COLLEGE**

Code No.: 3-05-207  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This clerical position located at Monroe Community College (MCC) is responsible for recruitment, applicant tracking, coordinating temporary employment and workers' compensation claims, and related clerical work. The employee reports directly to, and works under the general supervision of a Senior Personnel Clerk Monroe Community College or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides staff support for recruitment including composing, typing, distributing, and maintaining job postings, placing advertisements in appropriate publications, and sending out canvass letters for civil service positions;

Maintains applicant filing system, provides information to applicants regarding vacancies, and acts as liaison with support staff, faculty, and administration;

Schedules interviews and coordinates the interviewing process;

Selects appropriate recruitment correspondence from various response form letters such as "notification of receipt of application" and "notice of selection/interview" letters, and sends appropriate response;

Coordinates all paperwork submitted for vacancies and tracks applicants;

Generates reports regarding recruitment process including types of positions applicants applied for, success rate of advertisements, and total list of applicants for particular vacancies;

Acts as a liaison with employees on workers' compensation, timekeeper, payroll department and insurance carrier to ensure employee receives proper payment;

Maintains workers' compensation records for employees, follows up on claims, interacts with payroll staff and insurance companies regarding claims, and verifies information;

Responds to employee questions regarding compensation claims and researches prior compensation claims;

Represents employer at compensation claim hearings upon request;

Performs clerical functions and data entry;

Works on special projects.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, practices, procedures, and equipment; good knowledge of record keeping; good knowledge of business arithmetic; good knowledge of personnel practices; good knowledge of the mission and goals of a community college; good knowledge of workers' compensation claim procedures; working knowledge of collective bargaining contracts; working knowledge of Civil Service recruitment and hiring procedures; ability to maintain records on standardized forms; ability to operate a computer to generate reports; ability to research and compile data; ability to enter data accurately; ability to audit and verify information regarding workers' compensation claims; ability to complete and monitor a budget for temporary employees; ability to maintain an alphabetical filing system; ability to communicate orally and in writing; analytical ability; organizational ability; ability to operate standard office equipment; ability to understand and carry out oral and written instructions; ability to deal with the public and staff members effectively; physical

condition commensurate with the demands of the position.

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

- (A) Successful completion of at least thirty (30) credit hours from a college or university; OR,
- (B) One (1) year paid full-time or its part-time equivalent office clerical or secretarial experience, or performing personnel or payroll activities; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**Monroe County Civil Service Commission**

**ADOPTED:** May 7, 1998

**REVISED:** July 9, 2012

**REVISED:** June 2, 2022

**REVISED:** June 6, 2024