

SENIOR PERSONNEL CLERK – MONROE COMMUNITY COLLEGE

Code No.: 3-05-210
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level clerical position located at Monroe Community College (MCC) responsible for assisting with personnel administration. Duties involve independently determining what research and steps are necessary to take in order to accomplish certain functions of the human resources office including information processing and certain clerical activities. This position differs from Personnel Clerk-MCC due to the performance of supervisory duties, coordination of various activities, overseeing the applicant tracking system, and troubleshooting problems. The employee reports directly to, and works under the general supervision of an administrator or other higher-level staff member. General supervision is exercised over subordinate staff including Personnel Clerks Monroe Community College. 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.)

Acts as the Human Resources Information Systems (HRIS) applicant tracking administrator;

Oversees the transition process when converting to a new applicant tracking system including researching potential vendors, testing, implementation of new system requirements and working with vendors;

Maintains the HRIS applicant tracking system including troubleshooting problems;

Serves as a primary liaison with external vendor of the computer software;

Develops and implements training to users of the applicant tracking system and trains personnel clerks in navigating the system;

Serves a lead role in transitioning to new computer software;

Coordinates the hiring process for faculty and administration positions including advertising and budget control, assisting search committees through the hiring process by fielding questions, assisting applicants with the application process, scheduling phone and desk interviews and initiating background checks;

Supervises personnel clerks, student aides and interns and oversees work within the office, including worker's compensation claims;

Provides project support to administrators and human resource staff;

Assists with general office duties such as fielding inquiries from employees and applicants, providing office coverage, and interpreting internal policies, procedure manuals, laws, rules and regulations;

Serves on various committees such as new employee orientation, service recognition, and hiring search committees.

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 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 research various types of computer software; ability to train users; ability to maintain and troubleshoot initial computer software issues; ability to coordinate various office functions such as the hiring process; ability to monitor a budget; ability to communicate orally and in writing; supervisory ability; 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, staff members and vendors 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) Graduation with an Associate's degree, or successful completion of sixty (60) college semester credit hours plus one (1) year paid full-time or its part-time equivalent office clerical or secretarial experience, or performing personnel or payroll activities; OR
- (B) Two (2) years 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 described in (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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: July 9, 2012

REVISED: June 2, 2022

REVISED: June 6, 2024