

## **PERSONNEL CLERK**

Code No. 3-05-044  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a clerical position responsible for maintaining personnel and payroll records and performing other related duties such as explaining benefits to employees. The employee reports directly to and works under the general supervision of a higher level staff member. Work is submitted in its final form when completed. Supervision may be exercised over a small number of subordinate clerical employees. 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.)

Maintains payroll and roster records on employees;

Completes civil service appointment papers;

Enters personnel or payroll changes onto a computerized record keeping system;

Maintains records of employee payroll deductions;

Maintains records of individual employee credit banks, i.e., vacation, sick leave, overtime, and personal leave;

Verifies payroll changes;

Completes quarterly and annually payroll reports such as FICA, State and Federal taxes, retirement, etc.;

Assists with informing new employees of employment benefits, credit banks, leaves of absence, etc.;

Assists in developing personnel procedures regarding time cards, credit banks, deductions, etc.;

Obtains and gives out information by telephone, correspondence or in person to employees;

Composes correspondence pertaining to personnel matters;

Operates electronic office equipment such as a personal computer and calculator.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of record keeping; good knowledge of business arithmetic; working knowledge of personnel practices; working knowledge of payroll procedures; ability to complete and work with information on forms; ability to maintain records on standardized forms; ability to maintain an alphabetical filing system; ability to create basic statistical and standardized computerized reports; ability to learn and advise employees of their employee benefits; ability to operate electronic office equipment such as a personal computer and a calculator; ability to understand and carry out oral and written instructions; ability to communicate effectively orally and in writing; ability to deal with the public; 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 thirty (30) college semester credit hours plus one (1) year paid full-time or its part-time office clerical experience in personnel or payroll activities; OR,
- (B) Two (2) years paid full-time or its part-time equivalent office clerical experience in personnel or payroll activities; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**REVISED:** October 28, 1977  
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