

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, or assisting employees with routine questions. 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. Responsibilities may include a variety of duties or a concentration in one particular area. 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;

Processes employment applications and assists in other employment activities;

Completes routine civil service appointment transactions;

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;

Inputs retirement plan information for new employees;

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

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

Assists in developing personnel procedures regarding time entry, credit banks, deductions;

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

Composes routine correspondence pertaining to personnel matters;

Proofreads materials for correct grammar, spelling, and punctuation;

Operates electronic office equipment such as a personal computer, scanner, printer, 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 and Civil Service rules and laws; working knowledge of employee payroll and benefit activities and procedures; ability to complete and work with information on forms; ability to maintain a variety of personnel 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 proofread; ability to operate electronic office equipment such as a personal computer, scanner, printer, 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; good judgement; 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 REQUIREMENTS: 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 position.

Monroe County Civil Service Commission

REVISED: October 28, 1977

REVISED: March 31, 1988

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