

DEPARTMENT: HUMAN RESOURCES
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 13, 2022

PERSONNEL RECORD CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a wide variety of routine personnel-related clerical duties relating to civil service and human resources functions. The incumbent is responsible for supporting civil service exam administration such as recruitment, application review, exam preparation and administration, and eligible list maintenance. The incumbent maintains personnel records, answers routine questions, and processes paperwork necessary for civil service administration. Considerable contact with the public and municipalities is required in carrying out the assignments and responsibilities of this position. An employee in this class is required to employ the highest degree of discretion to insure the confidentiality of departmental records and information. Work is performed under the direct supervision of the Personnel Technician or higher-level position. Independent judgment is used in routine 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 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 municipal personnel transactions in a computerized database and ensures that policies, procedures, and laws are followed;
11. May visit towns, villages, school districts, or county departments for the purpose of conducting agency business.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of personnel and human resources administration; good knowledge of Civil Service Law and the local rules; working knowledge of government department functions, operations, and procedures; skills in utilizing a personal computer and modern office software at an acceptable rate of speed and accuracy; ability to use a personal computer and related peripherals, modern office equipment, and software; ability to effectively 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: Candidates must meet one of the following:

1. 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; **OR**
2. 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** two (2) years of full-time paid clerical experience responsible for personnel records management including maintaining records in at least two (2) of the following areas: personnel files, employee benefits, attendance, unemployment, workers compensation, staff training, etc.; **OR**
3. Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid clerical experience responsible for personnel records management including maintaining records in at least two (2) of the following areas: personnel files, employee benefits, attendance, unemployment, workers compensation, staff training, etc.