

PERSONNEL CLERK Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

- (a) Satisfactory completion of at least 60 credit hours in a regionally accredited or New York State registered college or university and three years of full time paid (or the equivalent part-time and/or volunteer) satisfactory clerical experience, one of which shall have involved the processing of personnel transactions; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and five years of full time paid (or the equivalent part-time and/or volunteer) satisfactory clerical experience, two of which shall have involved the processing of personnel transactions; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is advanced clerical work responsible for a wide variety of personnel services for employees. The work includes management of a major employee data base including appointment, salary and benefit information. Work involves frequent contact with current employees and candidates for employment. The work is performed under general supervision with some leeway for the exercise of independent judgement in rendering services. Depending on location direct supervision may be exercised over student assistants. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Checks and verifies time cards and timely filing of personnel reports, including payroll;
- Determines and processes employees fringe benefits and leave time accordance with established policies or collective bargaining agreements;
- Responsible for advertising employment opportunities and maintaining candidate files;
- Collects and compiles statistics and other related personnel/civil service information;
- Maintains computerized employee absence reports and central employment records and histories;
- Assists in developing and conducting employee orientation and exit interviews;
- Collects and analyzes personnel information related to employee negotiations;
- Records and processes professional staff salary agreements;
- Processes and reviews Workers' Compensation claims and unemployment compensation claims;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Processes, sorts, indexes, records and files a variety of control records and reports;
- Answers telephone and gives out general information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the modern methods used in keeping and checking financial payroll records and accounts;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of the principles and practices of personnel administration;
- Working knowledge of civil service records, personnel transactions payroll certification procedures
- Ability to compile personnel data and correspondence;
- Ability to carry out oral and written directions;
- Excellent interpersonal skills;
- Accuracy, good judgement, integrity;
- Physical condition commensurate with the demands of the position.

