



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Personnel Clerk**
Jurisdictional Class: Competitive
Civil Division: Cayuga-Onondaga BOCES, School Districts
Adoption: CSM 10/13/99
Revised: CSM 08/08/12

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing clerical duties connected with the processing of departmental personnel forms, the preparation and maintenance of accurate, current personnel files on each employee and processing of payroll. Under general supervision, an employee in this class performs important clerical work involving responsibility for preparing or supervising the preparation of standard forms for employing personnel or for submitting appropriate forms reflecting any changes during an employee's incumbency. This employee is also responsible for preparation and maintenance of individual files on all employees on active payroll status. This employee also answers routine questions concerning fringe benefits of employees. Assignments are received from an administrative superior and performed in accordance with established office policies and procedures. Some exercise of independent judgment is required in carrying out details of the work. Supervision may be exercised over clerical staff responsible for typing, filing and payroll preparation. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares or supervises the preparation and maintenance of personnel and payroll records;
Assures that appointments are made in accordance with Civil Service Law Rules and Regulations;
Completes payroll changes regarding hours worked, deadlines, overtime, etc.;
Prepares payroll reconciliation, accounting for additions and deletions;
Prepares periodic reports related to unemployment insurance and retirement benefits;
Works closely with the Cayuga County Department of Human Resources and Civil Service Commission in reference to certifications of eligibles, canvassing, provisional and permanent appointments, personnel changes and related matters;
Maintains central, accurate and up-to-date personnel records as they relate to attendance, service records, evaluation and current status on all employees, both active and inactive;
Supplies correct information to employees on fringe benefits, health and dental insurance, retirement and social security;
Prepares payroll and supplies pertinent information regarding new hires or changes which will affect payroll status of regular employees, i.e. leave without pay, "docking" when fringe benefits are exhausted, address changes, promotions, demotions, change in exemptions or deductions;
Prepares state and federal reports for salary reimbursement, turnover rates, unit costs for personnel services, number and types of personnel transactions;
Verifies and posts salaries to appropriate accounts;
Collates and posts Civil Service exam announcements;
May use a data entry keyboard or micro-computer to enter and retrieve data from computer files;

May use data processing and word processing equipment to record information and prepare correspondence, memoranda, and reports;
Processes and tracks fingerprinting requirements and maintains related records;
Tracks and maintains records related to requirements for non-classified employees' appropriate certificates and licenses;
Assists with the filing and maintenance of individual employment evaluation files;
Performs related work necessary for the efficient execution of the preparation and maintenance of payroll and personnel records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment, such as adding machines, Xerox machines and so on;
Working knowledge of Civil Service Rules and Regulations;
Working knowledge of modern methods used in maintaining and reviewing payroll accounts and records;
Good knowledge of the principles of office management and supervision;
Good knowledge of departmental policies and procedures as well as rules and regulations;
Ability to learn and apply rules and regulations regarding personnel transactions;
Ability to establish and maintain a central personnel filing system for the department;
Ability to prepare and compute time sheets with any variation of payroll as supported by personnel change submitted and approved;
Ability to make arithmetical computations and to type or supervise the typing of letters and statistical reports;
Ability to establish effective working relationships with staff and other agencies;
Ability to use common office equipment including equipment having alphanumeric keyboards, photocopiers and microcomputers;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in accounting, business administration, public administration, secretarial science or related field; OR
- (B) Graduation from high school or possession of a NYS high school equivalency diploma, AND two years of experience maintaining financial accounts and records, personnel records, or other equivalent account clerical experience; OR
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.