

PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves typing, clerical, and related tasks of a standardized nature in support of civil service recruitment efforts and various personnel and labor relations matters. Work is reviewed by observation, cross checking, spot checking, or another step in the clerical process. A Personnel Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Mails announcements of examinations and blank application forms in response to requests from public or in accordance with distribution instructions;
- Answers questions from public about examinations, eligibility, salaries, and other basic information;
- Files application forms, test papers, and records related to examinations and candidates;
- Rates examinations or reviews and checks objective examination ratings and enters qualifying candidates on eligible lists;
- Performs reception duties and answers questions about examinations, eligibility, salaries, and other information;
- Types certifications of names of candidates eligible for appointment to positions of employment;
- Maintains detailed civil service and payroll records of employees of various jurisdictions under administration of a civil service agency;
- Assists in certifying records indicating legality and propriety of civil service personnel transactions for jurisdictions under the administration of the Civil Service;
- Types examination announcements, canvass letters, correspondence, memoranda, reports, responses to litigation, grievance decisions, and other material dealing with civil service, personnel, and labor relations matters;
- Establishes, compiles, files, and maintains a variety of personnel records;
- Assures security of various confidential material associated with the work;
- Monitors civil service examinations;
- Utilizes data processing and word processing equipment to record information and produce correspondence, memoranda, and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to type and operate alpha-numeric keyboards accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/27/02