

## SENIOR PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of varied typing and clerical tasks requiring the exercise of judgement and an understanding of personnel agency procedures and policies. The work is performed under general supervision, with unusual problems being referred to a supervisor before action is taken. A Senior Personnel Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Drafts basic copy and coordinates press advertising for civil service examinations;
- Extracts information from files and records and produces reports concerning local civil service activities as may be required by State Civil Service Agency or otherwise;
- Mails announcements of examinations and blank application forms in response to requests from public or in accordance with distribution instructions;
- 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;
- Certifies names of candidates 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 materials dealing with civil service, personnel, and labor relations matters;
- Establishes, compiles, files, and maintains a variety of personnel records;
- Prepares agenda for personnel and civil service meetings;
- Assures security of various confidential materials associated with the work;
- May administer civil service examinations;
- May perform reception duties and answers questions about examinations, eligibility, salaries, and other information;
- Utilizes data processing and word processing equipment to record information and produce correspondence, memoranda, and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to type and operate alphanumeric keyboard 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 and one year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/27/02