

PERSONNEL CLERK
(Schools/BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves typing, clerical and related tasks of a standardized nature in support of school recruitment efforts and personnel 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:

- Prepares announcements of job vacancies;
- Maintains detailed civil service records of employees;
- Answers questions from the public about vacancies, examinations, eligibility, salaries and other basic information;
- Files application forms and personnel records;
- Actively participates in the recruitment of faculty and staff;
- Performs reception duties and answers questions about vacancies, eligibility, salaries and other information;
- Prepares interview packets, correspondence, memoranda, reports and other material dealing with civil service personnel;
- Establishes, compiles, files and maintains a variety of personnel records;
- May conduct salary surveys and develop data for use in collective bargaining;
- Assures security of various confidential material associated with the work;

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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/16/2020