

**DEPARTMENT:** HUMAN RESOURCES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 28, 2022

**ASSISTANT PERSONNEL RECORD CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class provides clerical support for human resources and civil service functions. The incumbent is responsible for maintaining records, producing reports, and processing routine personnel transactions; performing routine clerical tasks supporting civil service exam and eligible list administration; answering routine questions; and processing paperwork necessary for human resources administration. Contact with the public, departments, and municipalities is required in carrying out the assignments and responsibilities of this position. An employee in this class is required to employ the highest degree of discretion to insure the confidentiality of departmental records and information. Work is performed under the direct supervision of a higher-level position. Independent judgment is used in routine matters for which office procedure and policy have been established. Does related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists with routine office duties such as maintaining inventory, purchasing office supplies, processing payment vouchers, department payroll, office account-keeping and deposits, filing, maintaining personnel files, answering phones, distributing mail, etc.
2. Assists with preparing and maintaining personnel, I-9, medical and drug test files for employees;
3. Assists the public with routine civil service and human resources questions by phone, email, or in-person; receives and date stamps examination applications and fees;
4. Prepares folders for employees and new hire interviews;
5. Prepares, compiles and types various lists, reports, surveys and related forms;
6. Assists with the preparation and distribution of job postings;
7. Assists in entering applications and recording canvass responses;
8. Assists with the input of routine personnel transaction maintenance for County and municipal personnel;
9. Completes miscellaneous requests such as wage verifications and FOIL requests;
10. When assigned, prepares examination materials for test administration, conducts examinations, completes exam day related paperwork, and ensures the security of examination materials at the test site;
11. May attend required meetings and take minutes.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the principles and practices of personnel and human resources administration; working knowledge of Civil Service Law and the local rules; working knowledge of government department functions, operations, and procedures; working knowledge of office terminology, procedures, and methods; working good knowledge of business arithmetic and English; working knowledge of modern office machines and the organization and functions of the office; skills in utilizing a personal computer and modern office software at an acceptable rate of speed and accuracy; ability to use a personal computer and related peripherals, modern office equipment, and software; ability to effectively communicate with others both orally and in writing; ability to maintain accurate records and prepare reports; ability to get along with others; ability to meet and deal effectively with people and to secure their cooperation and confidence; ability to maintain confidentiality; ability to deal with difficult situations and persons with tact; ability to lift boxes up to fifty (50) pounds; willingness to work on Saturday; initiative; sound professional judgment; courtesy; tact; neat personal appearance; physical condition to commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation with an Associate's degree in a Business related field; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** two (2) years of full-time paid clerical experience responsible for personnel records management including maintaining records in at least two (2) of the following areas: personnel files, employee benefits, attendance, unemployment, workers compensation, staff training, etc.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.