

**PERSONNEL CLERK****DEFINITION**

Under general supervision, to perform specialized clerical work in processing applications and other employment documents; to provide information regarding personnel rules, regulations, policies and procedures; to prepare and maintain records; and to perform related duties as assigned.

**TYPICAL DUTIES**

This classification may be used either as the hiring level for Personnel Assistant or as the appropriate level for less technical positions in the two personnel departments. Processes employment documents for new employees, checking for appropriate credentials or other requirements; processes forms, applications and other materials related to payroll, credentialing and personal data. Under close supervision and according to an exam plan, prepares opportunity notices, assembles, types, administers, and scores tests; notifies candidates of results and schedules candidates for departmental interviews; prepares eligibility lists. Enters and updates information in computer equipment such as name and address changes, classification, credential status, tuberculosis test results and other data; enters data for new personnel including salary and step placement. Provides a wide variety of information to administrators, employees and applicants concerning procedures, rules, contract provisions, policies, job openings and other information. Prepares and processes department travel requests, purchase orders, revolving cash and budget transfers, supply orders, printing requests and other items. Answers the telephone and relieves on the switchboard; maintains, reviews and updates a wide variety of records. Types from rough draft copy or notes a wide variety of materials including letters, records, reports and bulletins; sorts and files records, distributes mail and duplicates materials as required. Operates standard office machines and computers, peripheral equipment and applicable software. Assists personnel staff with major projects and other assignments as directed. Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Modern office practices, procedures and equipment; operation of standard office equipment including typewriter, calculator and copier; operation of computers, peripheral equipment and word processing software; correct English usage, spelling, grammar and punctuation; standard personnel practices; record keeping techniques; basic arithmetic.

**Ability to:** Learn pertinent rules, regulations, contracts, and procedures necessary for the job; prepare and maintain complex personnel records; communicate effectively both orally and in writing; operate computer equipment to maintain records, enter data and generate a variety of lists, reports and other documents; work cooperatively with others; type at a speed of 40 net words per minute; make arithmetical calculations with speed and accuracy.

**Typical Physical Activities and Work Environment:** Office environment.

**Typical Background:** Any combination equivalent to graduation from high school and two years of increasingly responsible clerical experience involving complex clerical work and contacts requiring the explanation of technical regulations and procedures.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.