

PERSONNEL CLERK (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for the preparation and maintenance of personnel, health, and attendance records, as well as the processing of appropriate personnel forms. The work entails a high degree of accuracy and attention to detail. The incumbent acts as liaison between the school district business office and the county personnel department. Work is performed under the direct supervision of the Assistant Superintendent for Business. Supervision may be exercised over a small number of clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes and maintains personnel records, such as civil service, attendance/absence, sick, vacation, and personal information for non-instructional staff, or instructional staff, or both;  
Advises new employees about salary, health insurance, retirement, vacation, sick and personal leave benefits;  
Processes and maintains health insurance records;  
Provides information to employees regarding workers' compensation claims and files required reports;  
Provides employees with copy of appropriate contract;  
Types and files letters, memoranda, personnel reports and related documents;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of basic clerical procedures involving personnel transactions; good knowledge of office terminology, practices and procedures; working knowledge of records maintenance; ability to type at an acceptable rate of speed; ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; tact and resourcefulness in dealing with people.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, including or supplemented by a course in typing, and two (2) years of responsible clerical experience; or
- b) Four (4) years of clerical experience including or supplemented by a course in typing;
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.