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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PERSONNEL CLERK
Code: 060005 EAF
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Competitive

GENERAL STATEMENT OF DUTIES

Performs varied clerical tasks in processing and maintaining personnel forms and records; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the exercise of judgment in applying prescribed procedures and methods to routine tasks. Supervision may be exercised over the work of clerical assistants.

TYPICAL DUTIES

- * 1. Maintains current personnel records for employees in accordance with prescribed rules and regulations.
- * 2. Processes new employee applications for completeness and proper form.
- * 3. Prepares and submits required Civil Service forms and reports.
- * 4. Assists in preparing and checking payroll forms for accuracy and completeness, as required.
- * 5. Answers routine inquiries related to Civil Service rules and regulations, examination procedures, retirement system, wages and salaries, and related matters.
- * 6. Compiles and prepares statistical reports as required.
- * 7. Operates a variety of office machines.
- * 8. Types various material and performs such clerical work as mailing, filing, and other related clerical duties, as required.
- 9. Compiles data for special projects, as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the use of modern office equipment.
2. Knowledge of office terminology, procedures, and clerical techniques.
3. Ability to maintain personnel records and to prepare reports and tabulations.
4. Ability to understand and follow oral and written instructions.
5. Ability to express oneself effectively, both orally and in writing.
6. Ability to establish and maintain effective working relationships with associates.
7. Ability to accurately operate a keyboard at a minimum speed of 25 words per minute.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory office clerical experience, including one year maintaining personnel forms and records.

NOTE: Experience, as outlined above, in excess of the two-year requirement, may be substituted for high school education on a year-for-year basis, up to a maximum of two years.

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