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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PRINCIPAL PERSONNEL CLERK
Code: 060013 EAN
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Competitive

GENERAL STATEMENT OF DUTIES

Conducts and supervises difficult and responsible clerical personnel functions, applying established departmental procedures and practices; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of considerable independent judgment in planning, organizing, and directing a unit of subordinate employees involved in the processing of all personnel records and forms and independently performing the more responsible and complex functions involved. The work is performed in accordance with general instructions regarding objectives, policies and procedures. Recommendations on work improvements are made to superiors.

TYPICAL DUTIES

1. Plans, assigns, and reviews clerical work and instructs employees in the details of clerical personnel work.
2. Develops, revises and institutes improved work procedures and methods.
3. Assists superiors in the preparation of budget information, collection of personnel data and compiling of statistics.
4. Assists with the solution of personnel problems, reviews employees' complaints, and assigns necessary follow-up action.
5. Answers inquiries on Civil Service rules, regulations, and procedures.
6. Develops and maintains complex personnel control records and complex personnel indexing, coding, and filing systems.
7. Supervises examination of personnel documents for accuracy and completeness and the preparation and submission of required Civil Service forms and reports; prepares personnel reports as required.
8. Occasionally operates office machines and types.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of personnel records processing and maintenance.
2. Thorough knowledge of the Agency's personnel policies and Civil Service Law and regulation.
3. Thorough knowledge of office terminology, procedures and equipment.
4. Thorough knowledge of business arithmetic and English.
5. Ability to plan, assign, and supervise the work of subordinate employees.
6. Ability to prepare reports and tabulations from personnel records.
7. Ability to understand and carry out complex oral and written directions.
8. Ability to establish and maintain effective working relationships with associates.
9. Ability to analyze complex clerical problems.
10. Ability to type.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Four years of progressively responsible clerical experience which included as the major function the handling of personnel forms and records, one year of which must have been on a supervisory level.

- NOTE:** 1. Experience, as outlined above, in excess of the four-year requirement may be substituted for high school on a year-for-year basis up to a maximum of two years.
2. College education from a regionally accredited or New York State registered college or university may be substituted for the experience as outlined above on a year-for-year basis up to a maximum of two years.

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