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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : SENIOR PERSONNEL CLERK**  
**Code: 060010 EAK**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs difficult and varied clerical tasks in the processing and maintenance of personnel forms and records; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, this is difficult and varied clerical work requiring the exercise of considerable independent judgment in the application of prescribed procedures and methods. Supervises the work of one or more clerical assistants. Generally handles the more difficult procedures.

**TYPICAL DUTIES**

1. Maintains current personnel records for employees in accordance with prescribed rules and regulations and checks the work of clerical assistants in this area.
2. Plans and lays out the work routine of clerical assistants.
3. Prepares and submits required Civil Service forms and reports.
4. Processes new employee applications for completeness and proper form.
5. Answers routine inquiries on Civil Service rules and regulations, examination procedures, retirement systems, wages and salaries, etc.
6. Prepares and/or checks payroll forms for accuracy and completeness.
7. Completes and prepares personnel reports, as required.
8. May assist in the preparation of salary schedules and the district budget for personnel.
9. May be required to type and perform related clerical duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Good knowledge of office procedures and practices.
2. Knowledge of the use of simple office equipment.
3. Knowledge of personnel records maintenance.
4. Ability to prepare reports and tabulations from personnel records.
5. Ability to follow detailed oral and written instructions.
6. Ability to type.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

Three years of office clerical experience, two of which must have included the handling of personnel forms and records.

**NOTE:** Experience, as outlined above, in excess of the three-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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