

One current vacancy in Victor Central School District

30 hours per week with benefits

Hourly Rate: \$17.06-17.53/hour

Provisional appointment pending qualification in the next Civil Service examination.

HUMAN RESOURCES CLERK  
(VICTOR CENTRAL SCHOOL DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for providing clerical support to professional staff engaged in human resources activities. The incumbent serves as the first point of contact for human resources. The incumbent prepares and maintains personnel records and is responsible for providing benefits information to employees and assist the general public with employment inquiries. The work is performed under the general supervision of a higher-level administrative employee with leeway allowed for the exercise of independent judgement in rendering a variety of standard human resources services to jurisdictions. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Greets public and employees, answers telephone, takes messages and schedules trainings;  
Assists public and employees with answers to general questions covering topics such as employment opportunities, insurance, and recognition/training programs;  
Creates and maintains a variety of agency files, including application and personnel files;  
Makes initial determinations of eligibility for programs, benefits or positions based upon predetermined criteria;  
Evaluates and processes official documents of a routine nature such as purchasing requisitions, applications for services or employment;  
Prepares and maintains a variety of detailed records in a file system;  
Prepares reports which may be of a confidential nature;  
Prepares routine correspondence on matters where policies and procedures are well defined;  
Checks reports, records and other official documents for clerical and overall accuracy, completeness and proper extension;  
Processes, sorts, indexes, records and files a variety of control records and reports;  
Operates a personal computer, peripheral equipment and other related office equipment;  
Sorts and distributes mail;  
Prepares a variety of routine written reports and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern office terminology, procedures, equipment and business English; familiarity with human resources programs and policies; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to analyze and organize data and prepare records and reports; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to understand and interpret complex oral instructions and/or written directions; ability to deal effectively with the public; accuracy; initiative; resourcefulness; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND three years full-time paid clerical office experience, or its part-time equivalent.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience on a year-for-year basis.

APPROVED: APRIL 15, 2021

CIVIL SERVICE CLASSIFICATION: COMPETITIVE