



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

HUMAN RESOURCES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for providing clerical support to professional staff engaged in human resources and civil service functions. The incumbent serves as the first point of contact for the Department of Human Resources. The incumbent prepares and maintains personnel records and is responsible for providing civil service information to employees and the public. 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, examination procedures, insurance, and recognition/training programs;
 Creates and maintains a variety of agency files, including application, examination 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;
 Monitors civil service examinations;
 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; working knowledge of civil service hiring procedures, civil service terminology, and 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.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND three (3) years full-time paid clerical office experience, or its part-time equivalent.

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

APPROVED: JUNE 2, 2015

REVISED: SEPTEMBER 30, 2021

CIVIL SERVICE CLASSIFICATION: COMPETITIVE