

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION



(585) 396-4465

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.
- Some positions offer remote work opportunities and work hour flexibility.

www.ontariocountyny.gov

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

WE'RE HIRING:

Human Resources Clerk

Starting 2025 Salary: \$48,574.50 (\$24.91/hr.)

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 college, university or business school may be substituted for the experience on a year-for-year basis.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

APPLY TODAY!



HUMAN RESOURCES CLERK

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DISTINGUISHING FEATURES OF THE CLASS: The 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 and employee benefit records and is responsible for providing civil service information to employees and the public. The work is performed under the general supervision of a professional staff 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: (Illustrative only)

Greets public and employees, answers telephone, takes messages and schedules trainings;
 Acts as a liaison to County departments and jurisdictions in such matters as reporting personnel changes, requesting eligible lists, payroll certifications, etc.;
 Assists public and employees with answers to general questions covering topics such as employment opportunities, examination procedures, insurance and other employee benefits and recognition/training programs;
 Creates and maintains a variety of agency files and records, including application, examination, and personnel files;
 Makes initial determinations of eligibility for programs, benefits or positions based upon predetermined criteria;
 Notifies candidates of civil service examination results, canvasses civil service eligible list to determine availability for appointment;
 Prepares and circulates list of eligibles to local civil service jurisdictions;
 Evaluates and processes official documents of a routine nature such as purchasing requisitions, applications for services or employment and medical, retirement, insurance forms;
 Prepares and maintains a variety of detailed records in a file system;
 Prepares documents and 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;
 Coordinates and schedules safety training programs, on-line and on location;
 Operates a personal computer, peripheral equipment, and other related office equipment;

Continued on Page 2

HUMAN RESOURCES CLERK

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Sorts and distributes mail;
Monitors and administers 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.

APPROVED: JUNE 2, 2015

REVISED: 9/30/21; 7/5/22; 7/25/25

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

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