

PERSONNEL CLERK

DEFINITION

Under supervision, to perform technical work of a routine nature required in the maintenance of personnel records, and to do related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of personnel record keeping duties; receive and process personnel documents; review personnel documents for completeness and accuracy to correct discrepancies; may serve as receptionist for office; maintain personnel data base in assigned area, posting, verifying and correcting data and information; may inventory, order and stock supplies and equipment; work at public counter, answering questions and providing information to the public; receive and process applications for employment; arrange appointments for proficiency and typing tests; process and verify pre-employment requirements and documents; maintain TB and First Aid notifications and expirations; process coaching appointments and renewals; set up personnel files and maintain personnel records; relieve on the switchboard and direct the public in reception area.

QUALIFICATIONS

Knowledge of

Methods of organizational management; principles and practices of personnel record keeping; rules, codes and laws related to employment; correct English grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Understand personnel rules and regulations governing public employment; gather and analyze data; do a variety of technical record keeping following standard procedures; effectively communicate orally and in writing; apply rules and regulations to specific cases; analyze data and draw conclusions; follow operational procedures and related processes; maintain and establish cooperative working relationships; and type at a corrected speed of 45 words per minute.

Experience

One year of complex clerical record keeping work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: November 1, 1989

Revised: March 9, 1982

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: December 12, 2000 effective January 1, 2001

Revised: December 10, 2002 effective January 1, 2003