

PERSONNEL / RECORDS MANAGEMENT CLERK

PURPOSE AND NATURE OF WORK

Positions in the classification assist in administering the City-Parish Human Resources functions, the Civil Service system, or Records Management programs. Incumbents perform tasks in administering existing policies, rules, regulations or work with established methods. Employees of this class assist in one or more areas that may include recruiting, examining, classification and compensation, new employee processing, comprehensive employee records maintenance, payroll deductions and pay / payroll deduction administration, retirement system interfacing, as well as employee development and training tasks. Work is performed under general supervision, is reviewed periodically or upon completion for quality and conformance to policies or rules.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Depending on area of assignment: Prepares examination announcements, takes applications, screens applicants for admission to examination in cases of minimum qualification requirements, assists in assembling, duplicating, scheduling, grading, examinations, prepares and maintains employment lists, certifies names of eligible persons for hire. Processes new employees, assigns to correct retirement system, enters proper pay roll deductions, prepares, records personnel actions and maintains comprehensive personnel records. Removes former employees from payroll and records, verifies employment, calculates pay, applies garnishments, sends and receives performance evaluations. Extracts information or summarizes contents of files for use by departmental personnel. Receives and reviews records and reports, determines subject matter, and sorts according to filing procedures.

Checks records for completeness, accuracy, and conformity to established procedures. Keeps records on location of materials removed from files. Traces missing files and disposes of obsolete files in accordance with established procedures. Independently performs records inventory and retention program administration tasks. Operates computer to enter and retrieve information from files and performs routine clerical and support duties.

May keep database of employee training requirements, progress toward completion and attendance; prepare materials for training sessions, monitor visitor and vendor use of training center, apply knowledge of standard office computer applications to training records and processes, and perform tasks assembling furniture and equipment for use in training sessions. Provides reports and information to certifying agencies, obtains training materials including those from internet websites.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of computer applications used in area of assignment.

Considerable knowledge of rules, regulations, policies as necessary to conform in daily tasks.

Knowledge of City-Parish organization, retirement systems, payroll deductions, operations, and records management procedures.

Knowledge of the principles and practices of human resources policy, civil service system or public records management program, administration.

Ability to research records, compile reports for use in researching compensation, benefits, organizational changes and staffing matters.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with other employees, applicants, and the general public.

Ability to understand and follow complex and oral or written instructions.

DESIRABLE TRAINING AND EXPERIENCE

High school supplemented by college level coursework in secretarial sciences, and experience (depending on area of assignment), in the field of human resources, personnel, civil service and / or records management program work, or an equivalent combination of training and experience.