

HUMAN RESOURCES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of office technical and clerical duties in both the Human Resources/Personnel/Civil Service Department and the Risk Management and Insurance Department. Work is performed under the general supervision of the Commissioner of Human Resources in accordance with established policies, with leeway permitted for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

General office filing;

Orders office supplies;

May prepare general office correspondence;

Prepares orientation folders;

May prepare recruitment ads;

May prepare PowerPoint slides/presentations;

Scans record retention documents;

Organizes record destruction boxes;

Prepares record destruction paperwork;

Assists with monitoring Civil Service exams;

May prepare Civil Service examination announcements;

May prepare municipal payrolls for certification review;

Assists in processing of Workers' Compensation claims for County, towns and

villages;

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Assists employees with processing of Disability claims, and ensures appropriate leave notice is conveyed to Payroll and Human Resources;

May interact with employees and retirees to explain benefits, send appropriate forms, schedule training and physical exams;

May respond to inquiries, either in person or by telephone, regarding health insurance coverage, benefits, rates, claims, etc., and contacts insurance carriers regarding eligibility and various problems that may arise;

Assists with correspondence to Medicare eligible and survivors of the change in status and assists with sign up;

Develops a variety of reference materials for various Human Resources and Risk Management functions and procedures;

Assists with notifying employees and insurance carriers of termination of benefit coverage, and processes applicable refunds, making necessary adjustments to reports;

May input, update, and track necessary information in a database, including new employees, open enrollment, address changes, and change in employment status, etc.;

Assists with open enrollment process and new hire orientation; and

Other duties as assigned.

HUMAN RESOURCES CLERK**Page 3****FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Working knowledge of State and Local Civil Service Law and Rules; working knowledge of examination procedures; good knowledge of office terminology, procedure, and equipment; working knowledge of health insurance and workers' compensation concepts; working knowledge of the operations of various municipal departments and agencies; working knowledge of computer programs and technology; ability to understand and follow complex oral and written directions; ability to compose correspondence; ability to make arithmetic computations accurately; ability to deal diplomatically with people; ability to express oneself clearly both orally and in writing; ability to get along well with others; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher; or
- (B) Graduation from high school or possession of an equivalency diploma and two (2) years of experience involving general office duties, including record keeping and direct public contact work.

SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license.