

CIVIL SERVICE CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for providing specialized clerical functions in support of the administration of civil service by the City Civil Service Commission. An incumbent in this class is responsible for maintaining roster cards, posting and advertising examination announcements, mailing examination scores, preparing payrolls for certification and answering general questions received from the public. The work also involves various other clerical duties including organizing and maintaining personnel files, preparing agendas for Civil Service Commission meetings, and related clerical duties. Work is performed under the general supervision of the Secretary to the Commission. Although work is generally performed according to established procedures, independent judgment and action is sometimes required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains roster record cards for a municipality by updating them with personnel changes such as promotions, status, pay rate, and any other related information;

Prepares materials for examination announcements for positions in a municipality and circulates postings;

Publicizes civil service exam announcements;

Answers inquiries from the general public and other agencies and jurisdictions regarding job opportunities and employment procedures;

Canvasses civil service eligible lists to fill vacancies;

Schedules and arranges meetings, conferences and appointments on civil service and personnel matters;

Maintains employee personnel records, files of correspondence, documents and other records of a municipality;

Prepares payroll for certification;

Prepares correspondence, memoranda, and reports using a personal computer;

Interprets and applies established laws, policies and procedures in maintaining personnel files.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the Civil Service Law, Rules, and regulations governing the appointment, promotion and termination of employees;

Working knowledge of general office terminology, procedures, and equipment including computers;

Ability to verbally communicate with agency employees in explaining laws, rules, regulations, and procedures;

Ability to comprehend written material such as the Civil Service Law and Rules;

Ability to design and maintain filing systems;

Ability to prepare and maintain personnel records;

Ability to handle administrative details independently including the composition of letters, memoranda and reports;

Ability to understand and interpret written material;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience in an office setting which involved using a personal computer.