



**Classification:** Personnel Records Clerk II (Support Services Section)

**Title Code:** V00212

**Pay Range:** 15

### **POSITION SUMMARY:**

This position involves a variety of advanced technical and specialized personnel-related duties associated with the Human Resources Division, i.e. employee hiring and promotional processes, personnel action dissemination and maintenance of associated databases and records. An employee in this position must maintain strict confidentiality of records and other sensitive information that is submitted to the division for processing. Work is performed independently within the framework of policies and procedures; however, deviations from established policies and procedures are cleared through the immediate supervisor.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Disseminates approved personnel action requests to ensure updates are made in all applicable databases (i.e. FTE Database).

Maintains all division and troop FTE (Full-time Equivalent) and organizational charts; prepares associated reports as necessary.

Prepares and disseminates all applicable materials related to job postings and positions according to established policies and procedures; to include gathering and dissemination of appropriate documents (i.e. background investigation packets, new employee orientation packets, etc.).

Provides advanced clerical support related to employee hiring and promotional processes (i.e. Trooper/Corporal Promotional Process, Command Officer Assessment Center, Civilian and Uniformed Civilian selection processes, etc.).

Updates SAM II PUD3, PAMT, and PSMT when applicable.

Assists with drug testing programs.

Tracks trooper salary increases to ensure adjustments are made when needed.

Creates and maintains spreadsheets and correspondence using modern office computer and software.

Relieves personnel assigned to the switchboard as required.

May serve as backup to the Division Special Assistant/Secretary.

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of business English, spelling, and arithmetic.

Thorough knowledge of modern office practices, procedures, and equipment.

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Thorough knowledge of computer applications (i.e. Microsoft Word and Excel).

Knowledge of various HR issues and laws.

Ability to learn and apply policies and procedures as they relate to employment issues.

Ability to process assignments associated with filling vacancies as detailed in the description of duties.

Possess excellent communications skills, to include proper and effective use of grammar, punctuation, and sentence structure.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the general public.

Ability to deal with a large amount of work within predetermined deadlines by prioritizing and organizing work.

Ability to enter statistical data into the appropriate database and prepare reports from statistical and/or numerical data.

Ability to learn the Patrol's applicable computer systems and policies.

Ability to type, proofread, and edit correspondence, forms, reports, computer entries, etc.

Ability to accomplish multiple tasks and adhere to multiple deadlines.

Ability to answer the telephone and provide assistance.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED and possess at least one year of experience as a Personnel Records Clerk I or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

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**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.