



Classification: Personnel Records Clerk II (Support Services)

Title Code: V00212

Pay Range: 16

POSITION SUMMARY: This position involves a variety of intermediate-level personnel-related duties associated with the Human Resources Division (e.g. employee hiring and promotional processes, as well as 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.):

Assists in hiring activities by developing job opportunity/career development bulletins, posting vacant position(s), scheduling interviews, preparing interview packets, tabulating and evaluating interview results and comments to ensure fairness, scoring and reviewing written examinations, notifying applicants of their status in the selection process (both verbally and written), and preparing background packets for investigators; may assist with initial screening of applicants.

Assists in the preparation and maintenance of 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. reviewing and editing job opportunity bulletins, developing posting files, gathering of appropriate documents, preparing and scoring interview packets, drafting correspondence, etc.).

Composes correspondence, reports, forms, lists, etc. from rough draft; proofreads and edits work produced for accuracy and completeness; prepares and/or assembles all materials referenced as attachments and/or enclosures for correspondence, reports, etc.

Maintains all Patrol organizational charts and prepares associated reports as necessary.

Processes new employee paperwork and disseminates to appropriate individuals.

Prepares new employee orientation packets.

Orders and disseminates Equal Employment Opportunity posters when issued.

Assists with creating Employee Biography Summaries by researching employee's work and personal history, types information into appropriate format, logs and files a copy, and submits original to appropriate personnel.

Assists with entering and maintaining statistical data in spreadsheets and databases.

Prepares posting files to ensure all applicable material is present before scanning.

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.

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.):

Possession of a high school diploma or equivalent and possess at least one year of experience as a Personnel Records Clerk I or comparable experience.

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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.