

SENIOR PERSONNEL CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing and processing the county payroll and for performing a variety of tasks in the administration of collective bargaining agreements, the health insurance program and other employee benefits. The work is performed under the general supervision of the County Treasurer/ or Village Clerk/Treasurer with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a typewriter in performing the duties described below;
Maintains a complete payroll record for each employee including payroll deductions such as health insurance, social security, retirement, union dues, bond deductions and examines and checks payroll deductions;
Enters payroll information on a microcomputer;
Reviews payroll documents as they are received to identify potential problems;
Computes salary changes for employees affected by promotion, demotion and negotiated raises;
Enrolls employees in health insurance program, including advising on how to complete enrollment forms, typing out information and advising on available medical coverage;
Orients new employees with regard to medical and retirement benefits and other personnel policies;
Verifies and sends payments for monthly health insurance carriers billings;
Provides information to health insurance program enrollees on all aspects of the program and clarifies any problems which arise;
Enrolls retirees in the retirement system and completes various retirement forms such as name change, withdrawal, salary, and service certifications;
Counsels retirees in application and processing of retirement benefits;
Prepares reports for unemployment insurance claims regarding hours worked, salary, and length of service of employees;
Verifies quarterly billing from Unemployment Insurance Division, State Labor Department and makes payment, computes and notifies county departments of their liability in this regard for budget purposes;
Prepares a variety of periodic records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods and procedures of processing and preparing payrolls, good knowledge of policies and procedures related to health insurance program benefits, coverage, and billing procedures; good knowledge of office terminology procedures and equipment; ability to understand and interpret laws, rules, and regulations pertaining to health insurance programs, retirement benefit processing and unemployment insurance claims; ability to type accurately at a satisfactory rate of speed; ability to effectively communicate health insurance benefits to enrollees; ability to assist employees in filling out various benefit forms; ability to prepare records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State college with an associate degree and one year of experience, which shall have included typing, in preparing and processing payrolls or in processing health insurance claims and transactions; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of experience as described in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).