

JOB POSTING



TOWN OF
Ogden
COUNTY OF MONROE
STATE OF NEW YORK

Office Clerk- PT- Human Resources Department

Part Time, Non-Exempt
Hour wage: \$21.75 - \$22.70 per hour
Expected hours: 20/per week. Day shift M-F
Reports to the Human Resources Director

This is a part time position responsible for providing clerical support in the Department of Human Resources. Duties include assisting with the following of personnel policies and procedures, providing routine clerical support work, and completing required forms and paperwork.

The clerk will prepare and maintain personnel and payroll records in accordance with established procedures. Serves as a resource to provide assistance to employees with personnel-related questions such as sharing benefits enrollment and policy information.

The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The work is typically submitted in its final form and is subject to general review by superiors. Does related work as required. Flexibility with schedule is provided between the hours of 8:30-4:00pm M-F.

TYPICAL WORK ACTIVITIES INCLUDE BUT NOT LIMITED TO:

Performs

- Maintains paper and electronic records including employee personnel files
- Prepares and formats legal documents, certifications, authorizations, forms, and other related paperwork
- Enters, extracts and maintains data into a database and HRIS system (ADP WFN)
- Assists with processing and maintaining recruitment paperwork and applications
- Processes and maintains paperwork relating to areas such as payroll, workers' compensation forms, and accident/incident reports
- Posts and maintains moderately difficult records requiring general knowledge of department or agency functions
- Prepares correspondence on matters where policy and procedures are well-defined
- Reviews lists, documents, and applications for completeness and accuracy
- Obtains and gives out information by telephone, correspondence or in-person to employees and retirees
- Copies, scans and records documents
- Pulls material from files and makes simple file searches
- Organizes materials for mailing as needed
- Operates electronic office equipment such as a personal computer and calculator

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, practices, procedures, routines and equipment
- Good knowledge of record keeping and techniques
- Good knowledge of business arithmetic, English grammar and punctuation
- Ability to utilize a computer for word processing, database entry, spreadsheets, and other related computer software including MS Office Suite
- Ability to work with electronic forms and to maintain a filing system
- Ability to prepare and type written communications, arithmetic and standardized reports
- Ability to create basic statistical and standardized computerized reports
- Ability to acquire familiarity with HR department or agency organization, laws, policies, and regulations
- Ability to understand and carry out relatively complex oral and written instructions
- Ability to communicate effectively orally and in writing
- Ability to work with a high level of accuracy
- Demonstrate tact and courtesy
- Ability to establish good working relationships with others;
- Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of an equivalency diploma, plus six (6) months of paid full-time or its part-time equivalent office work experience AND
 - (A) Successful completion of thirty (30) college semester credit hours from a college or university; OR
 - (B) (1) year paid full-time or its part-time equivalent office clerical experience in clerical or secretarial experience* OR,
 - (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

Benefits include flexibility with hours worked, sick pay, holiday pay, EAP and NYS retirement system

Apply online at www.ogdenny.com or paper applications are available from the Receptionist at Ogden Community Center, 269 Ogden Center Rd., Spencerport, NY 14559. Contact Personnel@ogdenny.com with any questions.

You can apply online at: <https://www.indeed.com/job/office-clerk-part-time-human-resources-1ecf4f678db3e876>

Application Deadline: June 15 or until filled

The Town of Ogden is an equal opportunity employer and is committed to diversity and inclusion in our workforce. We welcome candidates of all backgrounds to apply.