

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Personnel Department

Personnel Clerk

\$49,633 - \$60,662

DATED: April 3, 2026

LAST DAY FOR FILING: April 16, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing entry-level personnel functions associated with public personnel administration. The incumbent reviews applications, performs complex clerical activities including the use of computer applications such as Microsoft Office products Excel, Word, PowerPoint and other database software. The Personnel Clerk maintains personnel records, training/compliance records, answers routine personnel questions, and creates, processes and checks the accuracy of paperwork/documents necessary for the civil service and personnel administration. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. The work is performed under the general supervision of the Deputy Personnel Officer or Employee & Labor Relations Specialist with some leeway allowed for the exercise of independent judgment when planning and carrying out the various duties assigned. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Utilizes computer applications such as, but not limited to, Microsoft Office products Excel, Word, and PowerPoint, in performing work assignments, or assisting higher level staff in computer tasks related to their work assignments;
- Utilizes database software in performing work assignments;
- Maintains personnel records and training/compliance records;
- Reviews applications against adopted minimum qualifications and qualifies or disqualifies applicants in accordance with State law and local rules;
- Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and informs senior staff of potential problems;
- Prepares a variety of reports and correspondence when requested by senior staff;
- Assists with special personnel projects as requested;
- Processes records and files a variety of records and reports;
- Assists in the processing of payroll certifications and roster record maintenance;
- May assist in the employee orientation process;
- May monitor applicants taking midweek or weekend civil service exams;
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of public personnel administration including the provisions of the New York State Civil Service Law and Civil Service Rules; working knowledge of the principles and practices of position recruitment and merit system personnel transactions; working knowledge of the organizational structure and functions of local government in New York State; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, presentation software programs and databases; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to maintain effective working relationships with staff and the public; ability to be tactful and resourceful; ability to exercise good judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher; OR

- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of experience performing higher level clerical skills including experience in Microsoft Office products; OR
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (b) above; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

NOTE: If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm> . You must pay the required evaluation fee.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov