

TITLE: <u>Senior Personnel Clerk</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA432</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Track employee assignments and process paperwork needed to initiate personnel and/or payroll actions on University employees in a School, College or Division. Mastery of administrative policies and procedures pertaining to personnel assignments is used to monitor and timely originate assignments.

**ESSENTIAL JOB FUNCTIONS**

- Prepare and process personnel and/or payroll forms to establish assignments for select groups of University employees in a School, College, Division or assigned area. Gather standard University forms; assemble necessary supporting information to document actions; review Personnel Assignment (PASS) forms and other paperwork for accuracy and completeness; work with appropriate personnel to obtain complete and accurate information.
- Track personnel assignments for unit employees. Ensure assignment information is current and accurate; monitor position budgets and account expiration dates; may verify tenure status and eligibility information on academic employees; process paperwork necessary to maintain employee assignments to prevent unwanted breaks in service.
- Answer and direct incoming phone calls and visitors. Provide information on department policies, procedures and deadlines; advise others on the accurate completion of personnel paperwork; assist in solving personnel assignments problems. Type correspondence relating to personnel problems; provide clerical support to unit.
- Maintain information on unit employees. Determine eligibility of academic employees and gather necessary information for review committee; compile information used to determine if term appointments can be renewed; keep attendance records for unit; retain position rosters. Report on employee biographical information and unit output.
- Provide functional supervision to a small number (1-3) of student and part-time support staff. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level tracks and processes assignment information on employees in a Department, School, College, Division or assigned area to ensure timely and accurate information is provided on personnel actions. As such, incumbents are preparing and reviewing paperwork, gathering and disseminating information and assisting others with personnel policies, procedures and problems. This level necessitates a mastery of job-related duties. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. Incumbents must exercise keen attention to detail. Functional supervision is exercised over a small number (1-3) of student and part-time support staff. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Considerable knowledge of University policies and procedures.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Ability to type and use word processing equipment with speed and accuracy.
- Reasonable experience using Human Resource System (HRS).
- Keen attention to detail.
- Reasonable knowledge of University personnel paperwork processing.
- Reasonable experience preparing and verifying University personnel forms.
- Some experience with Financial Accounting System (FAS).
- Some experience troubleshooting personnel processing problems.
- Typically, incumbents have held lower level Personnel Clerk positions.