

## SENIOR PERSONNEL CLERK

### DEFINITION

Performs specialized personnel-clerical duties requiring the application of personnel rules and related procedures, and considerable contact with employees and the public. A Senior Personnel Clerk provides work direction, trains, and participates in the work of a unit performing specialized personnel-clerical duties that require explanation and application of regulations, policies, and procedures.

### TYPICAL DUTIES

Performs specialized personnel-clerical duties that require the exercise of independent judgment and action in the explanation and application of Board of Education and Personnel Commission rules, policies, and procedures in contacts with applicants, candidates, eligibles, employees, and others, that include the following:

- Obtaining and providing information about salaries, transfers, class requirements, employee benefits, position vacancies, interview arrangements, pay problems, and other matters
- Checking a variety of forms related to employment, compensation, and other personnel matters for completeness, consistency, and accuracy
- Screening applications to determine whether entrance requirements for employment assessment are met
- Administering written and performance tests, computing and checking computations of employment assessment scores, and compiling eligibility lists
- Interpreting codes and other information on rosters and related records in order to obtain and verify employee information, including seniority credit for promotional employment assessments
- Fingerprinting prospective employees, providing and explaining the purpose of various employment forms, assigning employee numbers, and verifying health and other clearances
- Making contacts in order to recruit and refer available persons for employment from eligibility, substitute, and other employment lists
- Maintaining employment lists, and personnel, leave, salary credit, position control, and other records
- Initiating and completing documents for the assignment of personnel by application of codes and rules
- Typing and filing personnel forms, correspondence, reports, and other materials.
- Operates computer-based document management systems.

May compile reports and compose routine correspondence related to personnel matters.

May supervise the work of lower-level clerical employees.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Personnel Clerk provides work direction to two or more clerical employees and participates in the work of a unit performing specialized clerical duties related to such personnel activities as recruitment, employment assessment, processing, and placement of personnel, or to personnel activities in a District line organization.

A Supervising Personnel Clerk plans and supervises specialized personnel-clerical work in a moderately sized unit that involves major responsibility for personnel-clerical activities without immediate review by a higher-level clerical supervisor. Positions in this class are often responsible for general office management and usually have supervisory responsibility over six or more clerical employees.

An Office Technician performs a variety of clerical duties ranging from entry level to those requiring the exercise of judgment based on training and experience.

## SUPERVISION

General supervision is received from higher-level supervisory personnel in clerical, technical, or administrative positions. A Senior Personnel Clerk may exercise work direction over lower-level clerical classes.

## CLASS QUALIFICATIONS

### Knowledge of:

- Board of Education and Personnel Commission Rules concerned with policies and procedures applicable to certificated, classified, and unclassified personnel
- Various classes and categories of employment found in the District
- Merit system and affirmative action principles and practices
- Office practices and procedures
- Time reporting and pay procedures
- Organization and key personnel of the District
- Personal computer operation

### Ability to:

- Learn, apply, and explain personnel laws, rules, procedures, and related data processing codes
- Make arithmetic computations
- Keep records and maintain files
- Type rapidly and accurately
- Operate various office machines, including a calculator
- Deal tactfully and effectively in contacts with applicants, eligibles, employees, school administrators, and the public
- Assume responsibility and exercise sound judgment
- Work effectively under pressure
- Keep information confidential
- Compile reports covering the work of a unit
- Compose routine correspondence
- Train and provide work direction to a small group of clerical personnel

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in business English and computer usage.

Experience:

One year of personnel-clerical experience, preferably with the Los Angeles Unified School District. Successful completion of one year of college or business school may be substituted for six months of the required experience.

SPECIAL NOTES

Some positions in these classes have been designed “confidential,” exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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