



Classification: Personnel Records Clerk II - Trooper Selection Process
Title Code: V00212
Pay Range: 15

POSITION SUMMARY:

This position involves a variety of advanced technical and specialized personnel-related duties associated with the Human Resources Division. An employee in this position must maintain strict confidentiality of records and other sensitive information that is submitted to the division for processing. Work is performed independently within the framework of policies and procedures; however, the director or assistant director normally clears deviations from established policies and procedures. This position may rarely require out-of-town travel.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides clerical and technical support to the Division (i.e., creating and maintaining databases, spreadsheets, merge templates and reports; creating, distributing, filing correspondence; answering division telephone line to assist callers or forward to appropriate personnel, etc.).

Processes and files changes to trooper selection process data in appropriate databases and applicant files.

Provides clerical support of moderate difficulty to the trooper selection process (i.e., lodging for members, print requests, photocopying, assembling packets, reserving resources, scanning selection process documents, etc.).

Analyzes Time Reporting System and SAM II Time Accounting problems and determines appropriate solutions.

Maintains personnel information in the Time Reporting System.

Reviews SHP-4's (Personnel Action Requests) and SHP-5's (Termination Reports) for accuracy and completeness; reconciles incorrect and/or missing information; prepares information and lists appropriate data in the Lotus Notes database.

Provides assistance to potential trooper applicants (i.e., directing applicants to Patrol website, navigating through the application, assisting with the application process, etc.).

Assists in the preparation and dissemination of various resources during the trooper selection process remote testing.

Assists with the security and inventory of all examinations and selection process documents.

Maintains the Commission on Accreditation for Law Enforcement Agencies (CALEA) binders.

Submits criminal history inquiries to the Criminal Justice & Information Services Division.

Archives and requests files by utilizing the SMART system.

Performs credit history checks on potential recruits.

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Submits tax compliance inquiries through the Department of Revenue's Tax Compliance Inquiry System.

Tracks employment background requests from outside agencies and forwards to appropriate personnel.

Assigns badge numbers for recruits as needed.

Assists with drug testing programs.

Manages office equipment.

Relieves personnel assigned to the switchboard as required.

Serves as a back-up to other division personnel as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of business English, spelling, and arithmetic.

Thorough knowledge of modern office practices, procedures, and equipment.

Thorough knowledge of applicable computer applications (i.e. Microsoft Word and Excel, etc.)

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to participate in formal and on-the-job training programs.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to learn and apply policies and procedures as they relate to Genetic Information Nondiscrimination Act of 2008 (GINA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Ability to lift up to 50 pounds (file boxes, equipment, supplies, etc.)

Ability to learn policies and procedures to perform credit history reporting requests.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to maintain personnel records and files (manual and automated).

Ability to establish, alphabetize, transport, file, and purge records/documents in accordance with established division procedures.

Ability to learn the Patrol's applicable computer systems and policies.

Ability to type, proofread, and edit correspondence, forms, reports, computer entries, etc.

Ability to maintain organization during the various phases of the selection process.

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Ability to establish and maintain harmonious working relations with others.

Ability to answer the telephone and provide assistance in a professional manner.

Ability to complete multiple tasks and adhere to multiple deadlines.

Ability to enter statistical data into the appropriate database and prepare reports from statistical and/or numerical data.

Ability to learn to operate computerized test scoring devices.

Ability to perform job related travel, as needed.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

Possess at least one year of experience as a Personnel Records Clerk I or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.