

HUMAN RESOURCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs entry level routine clerical work involving a variety of human resource and civil service functions. Considerable contact with the public and employees is required in carrying out the assignments and responsibilities of this position. Work is performed under the direct supervision of the Director of Human Resources with leeway allowed for the exercise of independent judgment in assigned matters for which office procedure and policy have been established. Supervision of others is not usually a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides information to the general public, employees and others regarding various civil service and personnel issues;
Maintains a variety of personnel records including personnel files, paid leave time records, etc;
Performs general office duties such as answering telephones, word processing, faxing and photocopying.
Opens and processes incoming mail;
Types routine letters, memoranda, job specifications, records, etc.;
Assists in reviewing applications for examinations against adopted minimum qualifications and accepts applications;
Assists in the maintenance of civil service records including canvasses, certifications, roster cards, reports of personnel change, exam requests, exam notices, exam lists, etc.;
Assists in processing employees and related paperwork for new hires and other changes in employment status;
Monitors civil service written and performance examinations;
Accepts and updates applications for employment;
Assists in job recruitment activities such as annual job fair;
May be assigned to take notes of meetings and type minutes as assigned;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of basic clerical procedures; Working knowledge of personnel transactions; Good knowledge of the benefits provided to employees including related paperwork and procedures; Good knowledge of office terminology procedure and equipment; Good knowledge of business arithmetic and English; Ability to meet and deal effectively with people and to secure their cooperation and confidence; Ability to communicate effectively both orally and in writing; Awareness of the importance of confidentiality in dealing with personnel matters and ability to maintain such confidentiality; Initiative; Sound judgment; Courtesy; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of general clerical or office experience and one (1) year of public contact.

NOTE: Post high school educational training in Business, Secretarial Science or related field may be substituted for general clerical experience on a year for year basis but not to exceed one year.

Date Received _____

Time _____ AM
_____ PM

By _____



APPLICATION FOR EXAMINATION MUNICIPAL CIVIL SERVICE COMMISSION

City of Niagara Falls, New York

Number and Title of Examination Applying for:

Exam No. _____

Title _____

Appl. No. _____

Approve

Disapprove

Conditional

A SEPARATE APPLICATION AND CHECK (PAYABLE TO CITY CONTROLLER) MUST BE FILED FOR EACH EXAM YOU WISH TO TAKE. Consult the exam announcement for the amount of the filing fee. **THERE ARE NO REFUNDS.**

Background Investigation: Applicants may be required to undergo a State and national background investigation (which may include a fingerprint check) to determine suitability for appointment in accordance with NYS Dept. of Labor Article 23A.

This application is part of your examination. Answer all questions fully and carefully. Attach additional sheets if necessary in order to give complete and detailed information.

An incomplete application will result in disapproval.

1. NAME, ADDRESS AND PHONE (please print)

Last _____ First _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Phone: Home _____ Cell _____ Work _____

If you prefer correspondence by email, please provide email address: _____

2. SOCIAL SECURITY NUMBER _____ SEX: M F

3. Are you 18 years of age or older: Yes No

If minimum and/or maximum age requirements are established for this position, enter your birth date:

Mo. _____ Day _____ Year _____

4. Military Service

A. Are you a Veteran: Yes No

B. Are you currently serving in active duty in the armed forces of the United States: Yes No

C. If you are a veteran and you wish to apply for veterans credits on this examination, check this box and complete separate veteran's form

5. Written tests are held on Saturdays. If you cannot take the test on this day due to conflict with a religious observance or practice, check this box

6. If you need special arrangements to participate in this exam because you are a disabled person, check this box
If you checked the above box, describe the type of assistance you require: _____

7. Are you a citizen of the United States? Yes No

If you are not a citizen of the United States, do you have the legal right to accept employment in the U.S.? Yes No

(Non-Citizens may be required to produce 1-151 or 1-551 Alien Registration Cards at time of appointment)

8. Check appropriate box to the right of each question:

A. Have you any objections to this department making inquiry regarding your character and qualifications from:

Your former employers? Yes No

Your present employer? Yes No

B. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? Yes No

C. Did you ever resign from employment rather than face dismissal? Yes No

D. Have you ever received a Dishonorable Discharge from the armed forces of the United States? Yes No

E. Have you ever been convicted of any crime (felony or misdemeanor) Yes No

If you answered "YES" to any of the Question 8 A-E above, you may give specifics on a separate sheet. If you elect not to provide specifics or if such explanation is insufficient, you may be required to submit further information. **None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits.**

9. State your actual permanent legal residence and indicate how long you have resided there continuously up to and including the date of this application.

NAME	YRS	MOS
City of _____		
OR		
Village/Town of _____		
County of _____		
State of _____		

10. APPLICATION FEE

Check or money order # _____ in the amount of \$ _____ submitted

OR

If you qualify for a waiver of the exam fee, check this box and fill out separate Fee Waiver Form

THIS AFFIRMATION MUST BE COMPLETED. I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement, omission, or fraud may disqualify me from appointment or lead to revocation of my appointment.

Signature of Applicant _____

Date _____

Print any other name(s) under which you have been known in order that we may verify education or former employment.

DO NOT WRITE IN THIS COLUMN

10. EDUCATION: Have you graduated from high school? YES NO **If Yes, Name and Location of High School**

If you have a high school equivalency diploma, indicate: issuing Government Authority Number Date of Issue

If your eligibility for this position is based wholly or in part by college training, a verifying transcript must be submitted. (The City does not maintain a file of old transcripts/degrees from past exams. You must submit the required documentation for each exam for which you apply.)

- I have requested my college to send my transcripts to the City of Niagara Falls Personnel Department
- My transcripts are attached

	Name of School and City in which located	Dates (Month and Year)		Day or Night	Full or Part Time	No. of Years Credited	Were You Graduated?	Type of Course or Major Subject	Number of College Credits Received	Type of Degree	Date Degree Rec'd or Expected
		From	To								
College University											
or Technical School											
Other Schools or Special Courses (Typing, etc)											

11. LICENSES If a license, certificate or the authorization to practice a trade or profession is listed as a requirement for the examination for which you are applying, complete the following. If not currently licensed, check this box.

Name of Trade or Profession License Granted by (licensing agency) City or State of

Specialty Date License First Issued Registered From: (Mo./Yr.) To: (Mo./Yr.)

12. DRIVER'S LICENSE If required on the announcement, do you have a valid New York State Motor Vehicle License? YES NO

If yes, Type/Class of License* _____ Number _____ Expiration Date: _____

(*For office use only: If CDL, CDL license form required prior to appointment.)

13. DESCRIBE EXPERIENCE Beginning with the most recent, describe **IN DETAIL** all employment that is pertinent to the position applied for. **Omission and vagueness will NOT be interpreted in your favor.** If your title or duties changed during the course of your employment with one organization, indicate such change clearly and as separate employment. If more space is needed, ask for an additional form. A RESUME DOES NOT SUBSTITUTE FOR THIS INFORMATION AND WILL NOT BE CONSIDERED IN DETERMINING YOUR QUALIFICATIONS. Under "Duties" for each employment describe the nature of the work and the estimated percentage of time spent on each type of work. State size and kind of work force, if any supervised, and the extent of this supervision.

DATES EMPLOYED: FROM: MO/YR TO: MO/YR	FIRM NAME	ADDRESS	CITY AND STATE
No. of Hours worked per week (excluding overtime)	YOUR TITLE	NAME OF SUPERVISOR	SUPERVISOR'S TITLE
EARNINGS (Circle One) /Wk/Mo/Yr	REASON FOR LEAVING:		

Duties:

DATES EMPLOYED: FROM: MO/YR TO: MO/YR	FIRM NAME	ADDRESS	CITY AND STATE
No. of Hours worked per week (excluding overtime)	YOUR TITLE	NAME OF SUPERVISOR	SUPERVISOR'S TITLE
EARNINGS (Circle One) /Wk/Mo/Yr	REASON FOR LEAVING:		

Duties:

DO
NOT
WRITE
IN
THIS
COLUMN

DATES EMPLOYED: MO/YR MO/YR FROM: TO:	FIRM NAME	ADDRESS	CITY AND STATE
No. of Hours worked per week (excluding overtime)	YOUR TITLE	NAME OF SUPERVISOR	SUPERVISOR'S TITLE
EARNINGS (Circle One) /Wk/Mo/Yr	REASON FOR LEAVING:		
Duties:			
DATES EMPLOYED: MO/YR MO/YR FROM: TO:	FIRM NAME	ADDRESS	CITY AND STATE
No. of Hours worked per week (excluding overtime)	YOUR TITLE	NAME OF SUPERVISOR	SUPERVISOR'S TITLE
EARNINGS (Circle One) /Wk/Mo/Yr	REASON FOR LEAVING:		
Duties:			

GUARANTEED EDUCATION LOAN QUESTIONNAIRE
You must complete and return this supplement with your application)

Section 50-b of the NYS Civil Service Law **REQUIRES** that all applicants be asked the following questions:

1. Have you any loans made or guaranteed by the New York State Higher Education Service which are currently outstanding?
 Yes No
2. If so, are you presently in default on any such loan? Yes No

NAME _____
 (Last name, first name, middle initial)

ADDRESS/CITY/STATE/ZIP _____

EXAM NUMBER AND TITLE _____

THIS AFFIRMATION MUST BE COMPLETED: I affirm under penalties of perjury that all statements made on this application are true.

Signature _____

Date _____

City of Niagara Falls, New York
EQUAL EMPLOYMENT OPPORTUNITY REPORTING

To help us comply with Federal/State equal employment opportunity recordkeeping, reporting, and other legal requirements, we ask that you voluntarily provide the information requested on this form. This data will not become part of your application and will not be used in any hiring decisions. This information is used for employment data reporting to the Equal Employment Opportunity Commission (EEOC).

THANK YOU FOR YOUR COOPERATION

Name: _____
(Please Print)

Address: _____

Position Applied For: _____

How Did You Hear of this Position? _____

If Civil Service Job Posting, where: _____

Do you have a disability? YES NO If yes, the nature: Hearing Speech Mental Visual Multi
 Other (please specify) _____

Do you need reasonable accommodations to perform the essential tasks of the job? Yes No
(If yes, please describe: _____)

Are you presently under handicapped status pursuant to Section 55-a of New York's Civil Service Law? Yes No

Are you a volunteer Firefighter? YES NO If yes, are you an exempt volunteer? YES NO

Are you a veteran? YES NO

Are you a Vietnam-era Veteran? YES NO

Are you a Disabled Veteran? YES NO

Your Sex: MALE FEMALE

Your Race: Caucasian (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle east.

African-American (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This Area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Native American or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

The City of Niagara Falls is an Equal Opportunity Employer and does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, marital status, or sexual preference in accordance with applicable federal, state, and local laws.