

**FULTON COUNTY PERSONNEL DEPARTMENT**  
**ANNOUNCES THE FOLLOWING:**

**PERSONNEL CLERK**

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA  
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Personnel Department (Non-Union).

2025 Annual Salary: \$39,593

Typical Work Activities:

Prepares Reports of Personnel Change (RPCs) to Civil Service and payroll including salary changes and personnel transactions for support staff;  
Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and informs senior staff of potential problems;  
Assists with insuring that contractual requirements are followed;  
Answers phones, takes messages, opens and distributes mail, schedules appointments and meetings, etc;  
Responds to inquiries from employees, the general public, departments, and/or officials of civil divisions served by the Personnel Office;  
Types routine letters, memoranda, job specifications, records, etc;  
Processes paperwork necessary for new employees and other changes in employment status, provides orientation materials and answers routine personnel questions;  
Maintains attendance data for all employees from submitted timecards;  
Checks and verifies timecards and timely filing of personnel reports;  
Maintains personnel records, such as leave accruals, requests for Leaves of Absences, Family and Medical Leave Act, etc;  
Reviews applications for examinations and employment for completeness and ensures adopted minimum qualifications are met;  
Prepares a variety of reports and correspondence requested by senior staff;  
Participates in the maintenance of roster records and other personnel record files;  
Maintains personnel database which includes inputting data from source documents, making additions, deletions and changes as directed and ensures accuracy of database by updating records relative to employee status, tenure eligibility, seniority, longevity and benefit dates;  
Follows up on personnel transactions such as probationary, provisional and temporary appointments;  
Researches personnel data for employment verification/references, retirement system inquiries, employee inquiries, etc;  
Prepares statistical, financial or narrative reports as requested;  
May process and maintain employee benefit system enrollments, changes and terminations;  
May enroll new employees for benefits and assist others when changing benefits;  
May assist with payroll preparation and processing;  
May review and process bills for payment.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Business Management, Office Administration, Office Management, Secretarial Studies, Office Technology, or related field; or
- (B) Two years of clerical or administrative experience involving the operation of a personal computer; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**A Civil Service Examination will be held for this position at a later date.**

**Applications should be filed with the  
Fulton County Personnel Department**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**