

## PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a moderately complex nature regarding establishment and maintenance of civil service and personnel records such as roster records, reports of personnel change, applications, payrolls, etc. Considerable public contact is required in the carrying out of assignments. Work is performed under direct supervision of the Personnel Officer or other higher level technical/professional employee. Supervision may be exercised over subordinate clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes and maintains a variety of personnel files and civil service records, certification of payrolls, applications, and other documents in accordance with the requirements of New York State Civil Service Law, rules and regulations, and County Rules, utilizing computer database and word-processing software;

Processes, checks and verifies personnel changes for conformance to Civil Service Law and County Rules;

Provides certifications of eligible lists and supportive documentation in accordance with Civil Service Law and County Rules;

Reviews and verifies payrolls and vouchers for civil service certification;

Schedules, organizes and administrates decentralized continuous recruitment examinations, performance tests, etc.;

Administrates and supervises locally administered centralized examinations, including preparation and management of testing materials, testing sites, examination monitoring and related arrangements;

Reviews qualifications of applicants against job specification requirements for admission to examinations or appointment to local jurisdictions' positions;

Provides advice and information regarding civil service law, rules, processes and procedures to appointing authorities, supervisors, employees, and the public;

Communicates and meets with local jurisdictions to ascertain correct data, give information regarding changes, answer questions concerning rules and procedures, etc.

Performs research to secure information from records for resolving employment and status questions;

Prepares reports of personnel and financial information as needed;

Utilizes computer database and word-processing software to produce letters, memoranda, eligible list certifications, routine reports, spreadsheets, and other work documents;

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Composes letters and emails in response to inquiries from the public;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of clerical procedures used in eligible list certification, payroll certification and related personnel transactions processing ; good knowledge of Civil Service Law and Rules; good knowledge of office terminology, practices and procedures; ability to type at an acceptable rate of speed; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing; integrity; resourcefulness; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which shall have included at least one (1) year in the processing of personnel transactions; or
- b) Three (3) years of clerical experience which shall have included at least one (1) year in the processing of personnel transactions; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Associate's Degree may be substituted for the required experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.