

## PERSONNEL ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting in the administration of a public personnel or labor relations function. The incumbent performs complex clerical duties and assists in administering various aspects of laws, rules and policies involving public sector personnel matters, including the civil service system and labor relations. Clerical operations are carried out under general supervision, in accordance with policies and guidelines established by the Personnel Director or other administrative official. The incumbent has responsibility for much of the routine, day-to-day operation of the office including civil service records, data used in negotiations, examination program and serving as a resource for public employers, employees and the public in matters pertaining to Civil Service and other personnel functions. Supervision may be exercised over clerical employees. Incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Supervises office procedures and records to assure high standards;
- Explains and applies rules and policies, and maintains records, concerning various employee and contractual benefits;
- Reviews reports of personnel transactions to assure completeness, accuracy, and conformance to applicable laws, rules, and policies;
- Certifies accuracy and legality of personnel transactions, or requests missing information or corrective action so transactions are in conformance with standards;
- Has responsibility for the maintenance and compilation of variety of personnel and civil service records, including employment data records, position control data, eligible lists, correspondence, and memoranda files, resource data files, examination materials, time records, etc;
- May assist in investigation and processing of employee grievances and disciplinary matters;
- Provides information concerning civil service and personnel matters to members of the public, public officials, employees of the County and other jurisdictions;
- May conduct salary surveys and develop data for use in collective bargaining;
- Composes and types various correspondence;
- Prepares and files various reports;
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information, and compose correspondence and memoranda.

**Duties Specific to the Herkimer County Personnel Department:**

- Assists the Personnel Director in all civil service procedures involving recruitment and placement of personnel;
- Reviews duties of proposed and existing positions for classification purposes and submits recommendations to Personnel Director;
- Drafts and updates job specifications;
- Oversees payroll review and contacts responsible officials regarding discrepancies;
- Reviews payrolls to determine if employees under the jurisdiction of the Personnel Office are being paid in accordance with Civil Service Law and Local Rules;
- Assists in establishing, canvassing and certifying eligible lists;
- Assists in developing and conducting civil service recruitment programs;
- Adjusts exam announcements to reflect recruitment needs and legal requirements;
- Reviews applications for employment or examination to determine qualifications;
- Administers civil service examinations to groups of candidates;
- Prepares material for and presents pre-employment sessions to new employees;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the Civil Service Law and Local Civil Service Rules and Regulations; thorough knowledge of civil service records, personnel actions and payroll certification practices; ability to readily acquire familiarity with the organization, functions, laws, policies, and regulations of the personnel agency to which assigned; thorough knowledge of general office terminology, procedures, and equipment; ability to handle routine office details independently, including the composition of important letters and memoranda; ability to type/operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to carry out oral and written directions; confidentiality; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of clerical problems; ability to plan and supervise the work of others; ability to express oneself clearly both orally and in writing; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Graduation from a standard high school or possession of an equivalency diploma, **AND**

- EITHER** (A) Five years of progressively responsible clerical experience, two years of which must be in payroll and/or personnel transaction and two years of supervision over subordinate clerical positions;
- OR** (B) Possession of an A.A.S. degree in business or secretarial studies, plus three years of responsible clerical experience as in (A) above, including two years of supervision over subordinate clerical positions;
- OR** (C) Any combination of training and experience equivalent to (A) and (B) above.

**NOTE:** The position at Herkimer County BOCES does not include duties of supervision; therefore the requirement for supervisory experience does not apply for purposes of this position.

Competitive Class

Adopted CSC 12/16/91

Amended CSC 06/23/92