

PERSONNEL ASSISTANT (Schools)

DISTINGUISHING FEATURES OF THE CLASS: The work involves complex clerical operations and the exercise of independent judgement in giving out information regarding personnel policies and practices. An incumbent also assists in administering various aspects of rules and policies involving personnel matters. Clerical operations are carried out under general supervision. Personnel duties may be conducted under close supervision. A Personnel Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Processes personnel transactions, or requests missing information or corrective action so transactions are in conformance with standards;
- Explains and applies rules and policies, and maintains records, concerning various employee and contractual benefits;
- Has responsibility for the maintenance and compilation of a variety of personnel including employment data records, position control data, correspondence, and memoranda files, resource data files, etc.;
- Provides information concerning personnel matters to members of the public, public officials, employees and other jurisdictions;
- Prepares material for and presents pre-employment sessions to new employees;
- Evaluates credentials necessary for obtaining Teacher certification;
- Assists applicants in proper procedure and requirements in securing Teacher certification;
- Composes and types various correspondence;
- Prepares and files various reports;
- May conduct salary surveys and develop data for use in collective bargaining;
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information, and compose correspondence and memoranda.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of general office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to readily acquire familiarity with the organization, functions, policies, and regulations of the personnel agency to which assigned; 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 plan and supervise work; ability to carry out oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of clerical office experience.*

**NOTE:* Graduation from a regionally accredited or New York State registered college, university, or institute may be substituted for one year of the experience requirement with thirty semester credit hours considered equivalent to one year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/13/2012