

PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves complex clerical operations and the exercise of independent judgement with communicating information regarding personnel policies and practices. An incumbent also 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. Personnel duties may be conducted under closer supervision. Supervision may be exercised over clerical assistants. A Personnel Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews reports of personnel transactions to assure completeness, accuracy, and conformance to applicable laws, rules, and policies for jurisdictions under the administration of the Civil Service Commission;
- Certifies payroll for accuracy and legality of personnel transactions, or request missing information or corrective action so transactions are in conformance with standards for jurisdictions under local administration of the Civil Service administration;
- Reviews applications for employment or examination and makes recommendations as to qualification;
- Explains and applies rules and policies, and maintains records, concerning various employee and contractual benefits;
- Has responsibility for the maintenance and compilations of a variety of personnel and civil service records including employment data records, position control data, eligible lists, correspondence and memoranda files, resource data files, etc.;
- Has responsibility for the preparation of the local examination process including the creation of announcements, candidate correspondence and gathering of candidate material;
- Provides information concerning civil service and personnel matters to members of the public, public officials, employees of the county, and other jurisdictions;
- Prepares material for and presents new employee orientation sessions;
- Assists in developing and conducting civil service recruitment programs; Administers civil service examinations to groups of candidates;
- Composes and types various correspondence;
- Prepares and files various reports;
- May conduct salary surveys and develop data for use in collective bargaining;
- May assist in investigation and processing of employee grievances and disciplinary matters;
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information, and compose correspondence and memoranda;
- Coordinates retirement counseling sessions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of general office terminology, procedures, and equipment;

good knowledge of business arithmetic and English; ability to readily acquire familiarity with the organization, functions, laws, policies, and regulations of the personnel agency to which assigned; ability to handle routine office detains 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 sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of clerical office experience. One year of experience which shall have included the use of word processing equipment.-*

*-NOTE: Study in a regionally accredited college or university or one registered by New York State may be substituted for up to two years of the experience on a year for year basis. 30 credit hours = 1 year experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 7/24/2014; 10/19/2016