

PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the administration of personnel functions. Employees may be assigned to a specific section such as Civil Service, Employee Benefits or Personnel Administration. The Personnel Assistant has responsibility for much of the day-to-day operation of their section including maintenance of records and serving as a contact for employees, department heads and the general public. The work is performed under the general supervision of a higher level supervisor in accordance with established policies and guidelines. Latitude is given for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains Civil Service eligible lists including computation of promotional points, veterans credits, canvassing and preparing certifications;

Advises appointing authorities, the public and employees on various routine aspects of Civil Service Law, Rules and procedures;

Reviews applications for recruitment purposes to determine eligibility for specific positions;

May conduct new employee orientation to established outline to cover procedures benefits and other employment details;

Determines benefit - eligibility dates and costs for employees;

Maintains monthly accounting/enrollment for health and life insurance;

Assists employees and retirees with changes in insurance coverage and claims problems;

Maintains records of employee's enrollment in various sick banks;

Prepares step increment and longevity memos to notify departments to begin proper action and processing;

Acts as liaison to employees and the public to answer questions regarding eligible lists, appointments and benefits;

Administers civil service examinations and follows established procedures to ensure an objective testing process;

Maintains employee application files;

Ensures that personnel transactions are promptly reported and in compliance with civil service requirements;

Processes request for classification of new positions or reclassification of existing ones;

Process paperwork for personnel transactions such as appointments, leaves of absence, resignations and retirements;

Ensures that required posting procedures are followed in filling positions;

Assists with recruitment of staff-posting vacancies and following procedures and guidelines in accordance with established policies;

Provides an orientation for new staff, describing benefits, policies, salary etc.;

Maintains various employee records including personnel, and salary benefits;

PERSONNEL ASSISTANT--contd.

Keep records for processional tenure appointments, as well as civil service probationary and permanent appointments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of methods and procedures used in record maintenance, and the processing of personnel transactions;
Good knowledge of the structure, functions and operation of municipal government;
Working knowledge of the Civil Service Law and the Broome County Rules for the Classified Civil Service;
Ability to communicate effectively with others, both orally and in writing;
Ability to perform close, detail work;
Ability to compose routine letters and memoranda;
Mathematical ability;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- A) Two years of clerical experience processing personnel transactions; OR
- B) Four years of clerical experience in an office situation; OR
- C) Completion of 60 credit hours at a regionally accredited or New York State registered College or University; OR
- D) An equivalent combination of training and experience as indicated in A), B) and C) above.

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COMPETITIVE