

DATE: May 30, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Dawn Spader, Personnel Director
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Personnel Assistant Trainee / Full-Time / Contingent Permanent/Temporary / Benefited

LOCATION: Co Office Bldg

SALARY: \$21.81 / hour (Grade 8)

FILL DATE: June 21, 2024



DISTINGUISHING FEATURES OF THE CLASS: This is a one year traineeship designed to instruct incumbents for work in a municipal personnel office. The position is para-professional in nature and performs employee reporting and transactions duties, which are complex and require a high degree of accuracy. The work involves frequent public contact, often dealing with problems related to personnel functions such as hiring, terminations, confidential questionnaire review, etc. The position differs from clerical positions in that the incumbent would be expected to learn, apply and answer questions concerning the more routine aspects of the various laws, rules, policies and procedures of a personnel office. An incumbent must serve one year in the trainee title, attain permanent appointment in the trainee title and successfully complete the probationary period in accordance with Civil Service rules, in order to be considered for promotion to the full performance position of Personnel Assistant. Upon satisfaction of these requirements, an incumbent is promoted to the title of Personnel Assistant without further competitive examination. Supervision is received from, and more complex questions are referred to, the Personnel Analyst or other higher level title in charge of the work unit. Supervision may be exercised over the work of subordinate clerical personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office terminology, practices and procedures; working knowledge of business English and basic mathematics; ability to learn and apply the laws, rules, policies and procedures of a personnel office; ability to establish interpersonal relationships; ability to communicate effectively, both orally and in writing; ability to follow complex oral and written directions; ability to learn the techniques of maintaining complex and confidential records and files; ability to type accurately and at an acceptable rate of speed; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid, or its' part-time equivalent work experience in a government office OR eighteen (18) months of full-time paid, or its' part-time equivalent business or clerical work experience; **OR**
- B. Two (2) years of full-time paid or its' part-time equivalent work experience in a government office OR two and a half years (30 months) of full-time paid, or its' part-time equivalent business or clerical work experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: College level study may be substituted for up to one year of the above required work experience; thirty (30) semester credit hours are considered the equivalent of one year of full-time work experience.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.