

PERSONNEL ASSISTANT TRAINEE

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Trains in and assists in completing and processing various forms, documents and reports related to personnel department procedures;

Trains in and assists in answering routine questions from all sources regarding employment policies, practices, opportunities, procedures and rights of employees and prospective employees;

Trains in the application of the personnel/payroll computer processing system;

Trains in and assists in data collection regarding employee appointments, promotions, terminations, lay-offs, pay rates, etc., and posts such data to the appropriate computer screen, as well as personnel forms and documents;

Conducts routine correspondence related to assigned duties;

Trains in and assists in reviewing personnel transactions for appropriateness and refers potential and/or actual problems to supervisor;

Maintains complex files and records;

Types letters, memoranda and other documents as assigned by supervisor;

May attend trainings and seminars sponsored by the New York State Civil Service Commission;

May train in and assist in reviewing routine employment applications for approval, referring complex decisions to supervisor;

Trains in and may assist in reviewing payrolls for purpose of payroll certifications;

Completes special projects as assigned.

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.

ULSTER COUNTY
4715 PER AST TR
Classification: Competitive
4716 PAT HLP
Classification: Non-Competitive
Grade: 8
Union: CSEA

Adopted: November 6, 2006