

PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THIS CLASS: This is a paraprofessional position in a personnel office working under the general supervision of a Senior Personnel Assistant or similar professional or technical personnel position. An employee in this class is required to perform responsible and complex duties requiring a high degree of accuracy. The work involves constant public contact, often dealing with sensitive and complex problems related to personnel functions such as hiring, firing and equal employment opportunities. The position is distinguished from clerical positions in that the incumbent would be expected to learn, apply and answer questions concerning the more routine and/ or common aspects of the various laws, rules, policies and procedures of a personnel office. Complex decisions requiring in depth analysis of those laws, rules, policies and procedures are left to the professional in charge. Although supervision is not a normal function of this class, supervision may be exercised over 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.

Completes and processes various forms, documents and reports related to personnel department procedures;

Answers routine questions from all sources regarding employment policies, practices, opportunities, procedures and rights of employees and prospective employees;

Collects data regarding appointments, promotions, terminations, lay offs, pay rates, etc., and posts such data to appropriate computer screen, as well as personnel forms and documents;

Conducts routine correspondence related to assigned duties;

Reviews 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 review routine applications for approval, referring complex decisions to supervisor;

May review payrolls for purpose of payroll certification;

Completes special projects as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern office terminology, practices and procedures; good knowledge of business English and basic mathematics; ability to learn and

Personnel Assistant

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 deal with persons from a variety

of socioeconomic backgrounds, especially in potentially volatile situations; ability to maintain 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 two (2) years of full-time paid or its' part-time equivalent work experience, one year of which must have been in a government or business personnel department; **OR**
- B. Three (3) years of full-time paid or its' part-time equivalent work experience, one year of which must have been in a government or business personnel department.

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

ULSTER COUNTY
4710 PERS AST
Classification: Competitive
Grade: 9
Union: CSEA

Adopted: December 31, 1987
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