

PRINCIPAL PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position involving responsibility for performing support duties in a municipal personnel office. Incumbents in this class handle complex work assignments which require a high degree of technical knowledge and accuracy. Incumbents are responsible for maintaining examination and personnel filing systems, records retention assignments and other special projects. The work involves public contact, often concerning confidential issues related to personnel functions. The incumbent is required to learn, apply and answer questions on all aspects of the various laws, rules, policies and procedures of a personnel office. The work is performed under the general supervision of a Senior Personnel Analyst, Personnel Analyst or higher level administrative or technical employee. Supervision over the work of others is not normally a function of this class. 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.

Uses database programs for all exam related duties, including but not limited to: establishing eligible lists, eligible list extensions and removals, and archiving processing;

Reviews applications for examination or employment;

Prepares civil service examination announcements including mailings, website updates, and maintenance;

Processes various forms and letters;

Uses database programs to archive inactive exam files and employee personnel jackets;

Coordinates all requests for retrieval of exam files and employee personnel jackets once archived;

Answers questions from a variety of sources regarding policies, practices, opportunities, procedures, and rights of employees and prospective employees;

Assists with instructing other departments on all civil service technology as needed;

Assists with instructing personnel staff on all technology as needed;

May assist with implementing new technology for personnel and county use.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws, rules, policies and procedures governing a municipal personnel office; thorough knowledge of modern office terminology, practices, procedures and equipment; thorough knowledge of business English and basic mathematics; ability to communicate effectively, both orally and in writing; ability to maintain complex and confidential records and files; ability to analyze and solve computer program

application problems; ability to maintain records and prepare reports; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's Degree and two (2) years of full-time paid experience in a government or business personnel department, which included or was supplemented by one (1) year of experience in the use of word processing and database software programs; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience in a government or business personnel department, which included or was supplemented by one (1) year of experience in the use of word processing and database software programs; **OR**
- C. An equivalent combination of the training and experience as outlined in A and B above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
4997 PR PER AST
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: December 29, 2022