

## **RECRUITMENT ASSISTANT**

**DISTINGUISHING FEATURES OF THIS CLASS:** This is a senior clerical position in the human resources office of a large agency in which the employee performs responsible and complex clerical duties requiring a high degree of accuracy and confidentiality. The work involves the facilitation of personnel actions dealing with sensitive and complex personnel functions such as hiring, firing and equal employment opportunities. The position is distinguished from lower level clerical positions in that the incumbent would be expected to act as liaison with various departments within the agency. The incumbent would also be responsible for answering 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 relegated to the professional human resources officer administering the department. The incumbent works under the general supervision of a human resources officer or similar professional or technical personnel administrator. Although supervision is not a normal function of this class, supervision may be exercised over clerical personnel assigned to these duties. 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.

Serves as liaison with job applicants, agency administrators, NYS Office of School Personnel Review and Accountability (OSPRE), Mid-Hudson Cooperative Recruitment Program and various advertising sources;

Maintains a database of job postings and advertisements, including information such as ad type, cost, advertising source, applications received and how processed;

Schedules group meetings for personnel department functions and makes appointments for the supervisor and other administrators as necessary;

Compiles and maintains stock of various information packets utilized in the recruitment effort of the personnel office, and keeps inventory records of such;

Completes and processes various forms, letters, purchase orders, vouchers, and various other documents related to personnel department activities;

Answers routine questions from current employees, and potential candidates regarding employment policies, practices, opportunities, procedures and rights of employees and prospective employees;

Maintains advertising budget for all departments within the agency;

Prepares drafts of letters and memoranda, announcements and other routine correspondence or documents as assigned by supervisor;

Receives, sorts, routes and files correspondence, vouchers and other materials received by the personnel office;

Maintains various databases related to licenses, certifications, academic accreditation and related qualifications of current employees and applicants;

Prepares periodic statistical reports related to information in the maintained databases;

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

Attends regularly scheduled internal staff meetings;

May attend meetings of the Mid-Hudson Cooperative Recruitment Program as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the laws, rules, policies and procedures of the recruitment process in a personnel office; good knowledge of standard operating systems platforms utilizing word processing, and spreadsheet software; working knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic; ability to prepare statistical reports; ability to establish and maintain an effective working relationship with others; ability to communicate effectively both orally and in writing; ability to follow complex oral and written directions; ability to maintain complex and confidential records; ability to operate a computer and type accurately 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 a New York State registered or regionally accredited college or university with an associate's degree and two (2) years of full-time paid or its part-time equivalent experience working in a personnel office, one (1) year of which must have included providing information, assistance or guidance concerning the recruitment process; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid or its part-time equivalent experience working in a personnel office, one (1) year of which must have included providing information, assistance or guidance concerning the recruitment process; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
5456 RECR AST  
Classification: Competitive  
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Adopted: September 28, 2004