

SENIOR PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position in a personnel office. An employee in this class performs responsible and involved transaction processing and payroll certification duties. Incumbents handle moderately complex work assignments which require a high degree of technical knowledge and accuracy. The most complicated and difficult processing questions are referred to a higher level technical employee. Senior Personnel Assistants will also be responsible for designing and maintaining filing systems, limited 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. A Senior Personnel Assistant functions under the general supervision of a Personnel Analyst or other higher level administrative or technical employee. Supervision over others is not normally a responsibility of this position. 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.

Processes various forms containing data on appointments, promotions, terminations, lay-offs, pay rates, etc., and posts such data to appropriate electronic or hard copy records;

Reviews personnel transactions for legality and appropriateness, and resolves problems on same;

Reviews payrolls for purposes of payroll certification;

Reviews applications for examination or appointment and makes decisions on routine and moderately complex cases;

Prepares Certification of Eligibles lists for various municipalities, taking into account such items as previous canvass responses, salary ranges, residence preference, etc.;

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

Meets regularly with designated supervisor to confer on transaction processing and payroll certification questions;

Meets with designated representatives of reporting agencies to provide training in personnel transaction reporting procedures;

Designs and maintains filing systems for seasonal and substitute employee personnel files;

May be assigned specific records retention tasks or other special related projects as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office terminology, practices, procedures and equipment; good knowledge of business English and basic mathematics; working knowledge of the laws, rules, policies and procedures governing 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 maintain complex and confidential records and files; ability to type accurately at an acceptable rate of speed; confidentiality; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year of full-time paid experience in a personnel department; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma, and three (3) years of full-time paid experience, at least two years 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
6390 SR PER AST
Classification: Competitive
Grade: 11
Union: CSEA

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