

## **Personnel Assistant Trainee Tompkins County**

**Department:** Human Resources Department  
**Classification:** Competitive  
**Labor Grade:** Confidential Grade 58  
**Approved:** Reclass of Receptionist 11/05/07  
**Revised:** 01/08; 11/18  
**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school general equivalency diploma **AND** one year of clerical experience in a human resources office; **OR**
- (b) Graduation from high school or possession of a high school general equivalency diploma **AND** two years of general office clerical experience (cashiering or clerking in a banking or retail establishment is not qualifying); **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** The incumbent will promote to the title of Personnel Assistant without further competitive examination after completing a minimum eight-week or a maximum fifty-two weeks (post permanent appointment) traineeship.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An incumbent in this class has responsibility for learning the day-to-day administrative functions of the Human Resources Office. A Personnel Assistant Trainee often serves as a first contact for employees, municipal officials, department heads and the public. The duties being learned may include but are not limited to, maintenance of various records and files, telephone contact, preparation of reports, payroll input/certification, roster record tracking, examination administration, etc. The incumbent acts in a supportive role to the Commissioner of Human Resources and, while not performing professional level work, the incumbent is required to perform duties requiring the application of laws, rules and policies within limited and clearly defined parameters. The work is performed under the direct supervision of the Commissioner or Deputy Commissioner of Human Resources. Some latitude is allowed, within the guidelines of Federal, State, and local law, rules and regulations, for the exercise of independent judgment when carrying out the details of the work. Supervision of others is not generally a function of a Trainee. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Encourage diversity within the organization by promoting the inclusion of all qualified candidates (including underrepresented candidates) in the examination, interview, selection and appointment process;
- Serves as a general source of civil service information for the various customers of the Human Resources department;
- Learns the various routine aspects of New York State Civil Service Law, the Local Rules, policies and procedures;
- Enters raw data and information from source documents into a computer and manipulates a computer program to provide finished letters and reports;
- Assists in the maintenance of the Human Resources Department's web site;
- Reads, understands, interprets and replies to various forms of written material;
- Prepares a variety of correspondence and reports concerning personnel transactions, policy and procedure;
- Performs routine maintenance of the Human Resources Department's Online Application System;
- Performs routine maintenance of the Human Resources Department's digital and/or paper based filing systems;
- Reviews applications for recruitment purposes to determine eligibility for specific positions;
- Performs vacancy tracking, learns how to track provisional employees and learns how to order, schedule and administer civil service examinations;
- Learns how to draft and distribute vacancy and/or examination announcements;
- Learns how to, and may be called upon to, perform civil service test administration;
- Learns how to establish eligible lists, send rank/score letters, canvass letters, and certify and track information on civil service eligible lists;

- Verifies information given by employees or job applicants;
- Performs office record keeping, accounts payable, supply and inventory control;
- Learns how to monitor and/or conduct an entire civil service examination series, which shall include, but not be limited to: choosing an examination location, acquiring and arranging tables, chairs and other equipment, obtaining, training and supervising examination monitors;
- Learns how to establish and maintain Civil Service eligible lists including computation of seniority credits,
- veteran's credits, canvassing and preparing certifications;
- May be required to learn and perform payroll input and certification procedures and roster record and position control tracking for conformance with law, rules, regulations, contracts and policies;
- May be required to maintain employment histories and a variety of personnel files and records;
- May be required to perform community outreach and education;
- May assist with ensuring a viable pool of candidates from which to choose by performing internet, newspaper, trade publication, and other types of targeted recruitment, adjusting strategies to ensure that the county's diversity recruitment needs and legal requirements are met;
- May learn how to coordinate and administer a staff development and training program, the duties of which
- encompass participant notification, trainer coordination, travel arrangements and record keeping.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of methods and procedures used in records maintenance and the processing of personnel transactions;
- Working knowledge of the structure, functions and operation of municipal government;
- Working knowledge of Civil Service law and the Civil Service Rules for Tompkins County;
- Skill in the operation of an alphanumeric keyboard (speed is not a factor);
- Excellent customer service skills are required
- Ability to communicate effectively with others, both orally and in writing;
- Ability to perform close, detail work;
- Ability to compose routine correspondence and memoranda;
- Clerical aptitude.
- Confidentiality, punctuality, good attendance, tact, accuracy, courtesy and good judgment are all required personal characteristics;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

#### **Physical**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The job involves considerable visual effort. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen in order to perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand give and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, either with or without reasonable accommodation.

#### **Mental**

The work routinely involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in work priority and occasional rush orders and/or conflicting deadlines as the incumbent strives to meet the needs of the appointing authorities throughout Tompkins County.

#### **Environmental**

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. Risk of injury or illness is minimal. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited

transportation requirements of this job.

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