

Personnel Assistant Tompkins County

Department: Human Resources Department

Classification: Competitive

Labor Grade: Confidential Grade 61

Approved: 04/02/1991 Bd. Res. #131

Revised: 6/97; 6/99; 3/02; 1/08; 6/16

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school general equivalency diploma **AND EITHER:**

- (a) Two years of clerical experience processing personnel transactions; **OR**
- (b) Four years of clerical experience in an office situation; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

NOTE: Education beyond high school may be substituted for the clerical experience indicated in (b) above on a year for year basis.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class has responsibility for much of the day-to-day administrative functions of the Personnel Office. A Personnel Assistant serves as a first contact for employees, municipal officials, department heads and the general public. Responsibilities 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 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 general direction of the Commissioner of Personnel. Wide latitude, within the guidelines of Federal, State, and local law, rules and regulations, is allowed for the exercise of independent judgment when carrying out the details of the work. Supervision may be occasionally exercised over the work of temporary clerical staff and examination monitors. 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 under-represented candidates) in the examination, interview and appointment process;
- Serves as a general source of civil service information for the various customers of the Personnel department;
- Advises appointing authorities, the public and employees on various routine aspects of Civil Service Law, 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;
- Maintains an assigned section of the Personnel 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 County Personnel Department's Applicant Database;
- Performs routine maintenance of the Personnel Department's paper based filing systems;
- Reviews applications for recruitment purposes to determine eligibility for specific positions;
- May perform payroll input/certification and roster/position control tracking;
- May draft and distribute examination announcements;
- Performs vacancy tracking, provisional tracking, and may order and schedule examinations;
- May perform test administration;
- May establish, canvass, certify and track information on civil service eligible lists;
- Verifies information given by employees or job applicants;

- May perform office record keeping, accounts payable, supply and asset inventory control.
- May be required to monitor 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;
- May be required to establish and maintain Civil Service eligible lists including computation of seniority credits, veterans credits, canvassing and preparing certifications;
- May be required to process payroll and review personnel transactions for conformance with Law, rules, 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 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:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of methods and procedures used in records maintenance and the processing of personnel transactions;
- Good knowledge of the structure, functions and operation of municipal government;
- Good knowledge of Civil Service law and County rules for the classified Civil Service;
- 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 letters and memoranda;
- Clerical aptitude.
- Confidentiality, tact, accuracy and good judgment are all required personal traits;
- 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:

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 incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen and satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out conversations and a variety of 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. 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. 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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