

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PERSONNEL ASSISTANT **GRADE:** 10

TITLE ABBREVIATION: PERSONNEL ASST **TITLE NO.:** 565420

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: HUMAN RESOURCES

SUPERVISOR'S TITLE: COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing specialized personnel related clerical tasks in the Department of Human Resources where the primary responsibility of the position involves the preparation and processing of personnel related transactions. The work is carried out in accordance with state and federal laws and regulations and departmental policies and procedures. The work involves considerable contact with the public and employees in carrying out assignments. Work is performed under general supervision and supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to requests to public regarding employment, including information regarding minimum qualifications, salary, etc;

Compiles and processes necessary forms and documentation (i.e., applications, certifications, I-9 Employment Eligibility Verification forms, etc.) for employees;

Maintains employee personnel files and manages attendance and leave use and accruals and payroll and benefits information;

Acts as a resource regarding personnel, payroll and civil service information;

Performs clerical functions for office, including but not limited to, typing correspondence, opening and distributing mail, screening and directing telephone calls;

Compiles data and prepares various reports; Tracks participation from sign-in sheets and records attendance of training in computerized database; may produce certificates to be presented upon completion of training;

Assists with new employee orientations or staff development activities, as necessary;

Prepares deposits and processes vouchers for payment;

Uses computer applications such as spreadsheets, power point, word processing, calendar, e-mail, and database software in performing work assignments;

Performs various administrative and clerical functions as assigned;

Gathers information and records; appropriately logs data; assembles correspondence; distributes information to the appropriate party;

Composes and prepares correspondence applying knowledge of departmental operations and regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of clerical procedures involving the function of personnel transactions; good knowledge of office terminology; working knowledge of state and federal laws and regulations that apply to personnel administration; computer skill operating standard business applications such as word processing, spreadsheets, power point presentations, e-mail, etc.; ability to communicate effectively both orally and in writing; tact and resourcefulness in dealing with people; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Completion of sixty (60) credits and two (2) years of clerical experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Keyboarding proficiency will be evaluated during the probationary period.

NOTE: Your degree or credits must have been awarded 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 or credits were 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