

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PERSONNEL ASSISTANT

TITLE #: 1443

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing specialized personnel related clerical tasks in a municipality 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;

Prepares and sends out canvass letters to candidates on eligible lists or places advertisements for recruitment;

Screens applicants and conducts background inquiries to determine eligibility and sets up interviews with appointing authority;

Prepares board agenda items for personnel related matters, including but not limited to, appointments, resignations and leaves;

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 benefits 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;

Assists with new employee orientations and staff development activities;

May prepare deposits and process vouchers for payment;

May supervise subordinate clerical staff.

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FULL PERFORMANCE KNOWLEDGE, 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; ability to demonstrate keyboard proficiency; ability to communicate effectively both orally and in writing; tact and resourcefulness in dealing with people; computer literacy; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees 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.

JURISDICTIONAL CLASSIFICATION: Competitive

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