

Department: Civil Service
Classification: Competitive
Grade: 2 M/C

SPEC DISK E8
DOCUMENT 18

PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the technical staff and personnel officer in performing specialized clerical work in the preparation and maintenance of personnel records, processing various personnel transactions and providing assistance and guidance to employees and the public regarding policies and procedures. The incumbent may be assigned responsibilities of utilization of computer and peripheral equipment; payroll certification; and maintenance of civil service records. Work is performed under the general supervision of the Personnel Officer and technical staff in accordance with established personnel policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative Only)*

Processes and reviews personnel changes for conformance with laws, rules and regulations;
Maintains roster records and other personnel files;
Processes employee benefit systems enrollments, changes and terminations;
Reviews payrolls for completeness and correctness of entries;
Follows up on personnel transactions such as probationary, provisional, and temporary appointments;
Responds to inquires from employees, the general public, and officials of civil divisions served by the Personnel Office;
Types and prepares routine letters, memoranda and other forms;
May order civil service examinations;
May print, post and mail civil service announcements;
May order and inventory office supplies;
May schedule medical examinations and drug testing;
Maintain records related to examinations and administer such examinations;
May assist in the review of candidates' applications for appointment;
May transcribe personal data from source documents directly into a computer system and make changes as directed;
Operates an electronic computer system and related peripheral equipment;
Monitors examinations and scores continuous recruitment tests on the computer;
Provides data used in establishing and canvassing eligible lists.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of record maintenance, personnel transactions and payroll certification process; ability to understand and carry out oral and written directions; ability to express oneself clearly; ability to plan, organize and initiate projects; clerical aptitude; ability to operate a computer and related equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Either)

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in business administration, business management, accounting, or related field and one year of clerical experience involving the use of a computer in record maintenance;
- (b) Graduation from high school and three years of clerical experience involving the use of a computer in record maintenance;
- (c) An equivalent combination of experience and training as outlined by the limits of (a) and (b) above.