

# PERSONNEL ASSISTANT

Department: Civil Service  
Classification: Competitive  
Specification Number: 3020  
Approved: 12/26/23  
Revised: by JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of personnel experience at least two (2) years must be in public employment.

**NOTE:** Additional education from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for-year basis, up to a maximum of two (2) years.

## DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs professional work in public personnel administration in assisting in the operation of the Town Civil Service department. Work is performed under the direct supervision of the Town Personnel Officer. Performs related work as required.

## TYPICAL WORK ACTIVITIES

May participate in the maintenance of personnel records and in the processing of civil service forms and documents;

May conduct exit interviews to apprise terminating employees of their status pertaining to health benefits, retirement and unemployment insurance;

May conduct orientation sessions to acquaint new employees with various aspects of Town employment;

Conducts reference checks and verifies prior employment and experience of new employee;

Provides general information to Town employees and the public regarding positions, recruitment, application procedures, and promotional opportunities;

May assist with the administration of various benefit programs;

May assist with preparation for Civil Service examinations;

May assist with the payroll.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principals and procedures of public personnel administration; ability to express ideas and impart information clearly and effectively both verbally and in writing; ability to analyze and organize data and prepare relevant reports for departmental use; ability to establish and maintain effective working relationships with associates and general public; ability to understand and follow oral and written instructions; ability to get along well with others; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.