

CIVIL SERVICE ASSISTANT

JOB CODE: 3112
LOCATION: Tioga County Department of Personnel & Civil Service
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: 8/98; 11/05, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Civil Service Administrator in the administration of Personnel and Civil Service functions. This involves moderately difficult clerical duties and semi-professional work in which a variety of personnel related transactions are processed. Employees may be assigned to a specific area such as personnel changes, certifying payroll records, eligible list maintenance, or assignments to specific municipalities. There is considerable public contact involved in the carrying out of assignments. The incumbent will be responsible for answering general questions, and verifying civil service and personnel records. The work is performed under general supervision with leeway for use of independent action; Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- ◆ Processes and reviews personnel changes for conformance with Laws, Rules and Regulations and advises appointing authorities on basic civil service procedures;
- ◆ Participates in the maintenance of roster records and other personnel record files by performing data entry, scanning, and filing;
- ◆ Reviews payrolls for completeness and correctness of entries for certification;
- ◆ Processes candidate applications for examination and may review for appointment;
- ◆ Tracks personnel transactions such as probationary, provisional and temporary appointments;
- ◆ Responds to general inquiries from employees, the general public and officials of civil divisions served by the Personnel Office;
- ◆ Prepares, types and distributes announcements for examinations;
- ◆ Maintains records essential to the examination process and departmental activities such as scopes of examination, specifications and candidate information;
- ◆ Assists in administering civil service examinations and follows established procedures to ensure an objectivsting process;
- ◆ Attends meetings and conferences;
- ◆ Transfers personnel data from source documents directly into a computer system via data entry input device and makes additions, deletions and changes as directed;
- ◆ May assist in conducting new employee orientations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; Good knowledge of records maintenance and personnel transactions; Good knowledge of business arithmetic and English; Ability to acquire a working knowledge of civil service law and local rules and the procedures used in the administration of employee benefit programs; Ability to type and perform data entry at an moderate rate of speed; Ability to follow both oral and written directions; Ability to communicate effectively with others, both orally and in writing; Ability to maintain confidentiality in regard to departmental matters; Clerical aptitude; Tact and resourcefulness in dealing with people; Physical condition commensurate with the demands of the position.

2. Civil Service Assistant

MINIMUM QUALIFICATIONS (Either):

- (a) Completion of at least two (2) years of full-time study, or its part-time equivalent, at a regionally accredited or New York State registered college or university with major course work in human resources, labor relations, business administration, political science, personnel administration or closely related field, and one (1) year of full-time paid clerical work experience or its part-time equivalent involving personnel transactions; **OR**
- (b) Completion of one (1) year of full-time study, or its part-time equivalent, in business school with major course work in office technology, secretarial science or closely related field, and two (2) years of full-time paid clerical work experience or its part-time equivalent, one (1) of which involved personnel transactions; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical work experience or its part-time equivalent, one (1) of which involved personnel transactions; **OR**
- (d) An equivalent combination of training and experience as indicated by the limits of (a), (b) and (c).

NOTE: Post-secondary education may be substituted for the experience requirement on a year for year basis. Education must be full time, or a part-time equivalent, in the above listed fields of study or one closely related.