

Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 07/06/2023

## **ASSISTANT PERSONNEL TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position involving routine work in various areas of civil service and human resources. The incumbent assists in various phases of public personnel administration. The work is performed under the direct supervision of technical staff. Supervision is not a function of this class. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Responds to inquiries from employees, the public and officials served by the Personnel Office or Administrative unit;  
Answers telephone, takes messages, and places outgoing calls;  
Types and prepares routine letters, memoranda, and other forms;  
Opens, sorts, and distributes mail;  
Transcribes personnel data from source documents directly into a computer system and make changes as directed;  
Collects fees and accounts for monies received;  
Reviews candidates' applications for examination or appointment;  
Types and/or circulate or post announcements for examinations, maintains records related to the examinations, and administers such examinations;  
Packs examination materials for testing;  
Assists with the administration of tests and the review of test scores for locally administered examinations and performance tests;  
May process and review personnel, payroll, and certificate records for conformance with laws, rules, and regulations;  
May process employee benefit system enrollments, changes, and terminations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, procedures, and equipment; good knowledge of methods and procedures used in records maintenance and processing personnel transactions; working knowledge of business arithmetic; ability to communicate clearly, both orally and in writing; ability to follow written instructions; ability to compose and type letters and memoranda; clerical aptitude; ability to use computer software; ability to get along well with others; initiative and resourcefulness; courtesy; tact.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Associate's degree in Business Administration, Public Administration, Human Resources, or Labor Relations, or in a closely related field **AND** one (1) year of clerical experience involving customer service and account keeping activities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** satisfactory completion of a minimum of thirty (30) college credit hours from a regionally accredited or New York State registered college or university **AND** two (2) years of clerical experience involving customer service and account keeping activities; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of clerical experience involving customer service and account keeping activities.

**NOTES:** Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 02/10/2016  
Revised 04/05/2016, 11/19/2019, 07/06/2023