

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 04/28/2023

PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is entry-level and involves routine work in various areas of personnel administration. The incumbent assists in the administration of the various phases of public personnel work. 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 general public and officials served by the Personnel Office or Administrative unit;
Types and prepares routine letters, memoranda, and other forms;
Processes and reviews personnel changes for conformance with civil service laws, rules, and regulations, and agency's policies;
Performs a variety of personnel operations, including payroll certification, certified eligible lists, and roster card maintenance;
Processes employee benefit system enrollments, changes and terminations;
Reviews payrolls and reports for completeness and correctness of entries;
Tracks employees who are probationary, provisional or temporary for compliance with Civil Service law and rules;
May assist in the review of candidates' applications for appointment;
May transcribe personnel data from source documents directly into a computer system and make changes as directed;
May prepare statistical, financial, or narrative reports.
May schedule required employee training, examinations and testing;
May type and/or circulate or post announcements for examinations, maintain records related to the examinations, and administer such examinations;
May travel to agencies for training, workshops, and informational sessions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of records maintenance and personnel transactions; working knowledge of methods and procedures used in personnel records maintenance, payroll certification and processing 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 Bachelor's degree in Office Technologies, Business Administration, Public Administration, Human Resources, Accounting or a closely related field **OR**
- (B) Possession of Associate's degree in Office Technologies, Business Administration, Public Administration, Human Resources, Accounting or a closely related field **AND** two (2) years of clerical experience involving financial or personnel transactions* using computer software; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience; of which two (2) years involved financial or personnel transactions* using computer software.

***Personnel transactions** are transactions involving:

- Payroll
- Policies
- Records
- Benefits

NOTE: 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: 1980's

Revised: 06/18/1991, 03/19/1992, 01/27/1997, 10/13/1998, 10/22/1998, 07/30/2004, 05/16/2005, 12/10/2008, 04/28/2023