



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: PERSONNEL ASSISTANT

YATES COUNTY IS SEEKING APPLICANTS FOR *PERSONNEL ASSISTANT* TO FILL 1 VACANCY

Type of Appointment: Position Status: Classification:	Provisional Full Time – 40 Hours/Week Competitive	Rate of Pay:	\$47,000 - \$53,000 annually (<i>Commensurate with experience</i>)
Location: Department:	Yates County Personnel Department	Contract:	N/A – Non-Union
Vacancy:	1 position currently vacant	Exam Date:	October 26, 2024
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (<i>non-refundable</i>)
Posted:	September 13, 2024	Application Deadline:	October 4, 2024

PERSONNEL ASSISTANT - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the County Personnel Officer in administering Civil Service and human resources functions for County departments and all civil divisions under the jurisdiction of the County, as applicable. The Personnel Assistant has responsibility for much of the day-to-day operation of the office, including maintenance of records and serving as a contact for employees, department heads and the general public. The work is performed under the general supervision of the Personnel Officer with wide latitude allowed for independent judgment, and in planning, scheduling, and carrying out duties and responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Performs Office reception and responds to inquiries from employees, department heads, officials of civil divisions, and the general public, providing information, assistance, and guidance according to level of knowledge or expertise;
- Receives, reviews, and processes applications submitted for examination and/or appointment, ensures candidates meet specified qualification standards by collecting required supporting documentation;
- Responsible for overseeing civil service examination process, including examination planning and preparation, candidate correspondence, collection of fees, exam security, and monitoring of exams (which are generally held outside of normal business hours);
- Maintains eligible lists, and canvassing of such lists as necessary;
- Reviews and processes personnel transactions, accurately maintains electronic civil service employment roster cards and other records, such as, employee records in human resources information systems as applicable;
- Maintains personnel files for all employees in compliance with related employment laws, safeguards employee information, and ensures records are retained in accordance with retention and disposition schedules;
- Under the supervision of the Personnel Officer may perform civil service payroll certification process as required for the County and all civil divisions;
- Oversees procurement of office supplies, office inventory, and prepares vouchers for payment of bills;
- Oversees employee relation activities, such as birthday and anniversary announcements, community service related activities, holiday/door decorating competitions;
- May assist with employee wellness initiatives/programs;
- May assist with recruitment efforts by creating and posting advertisements for vacancies/positions and/or Civil Service Exams to be posted internally or externally for County departments and/or other entities as requested;
- May maintain County website webpage, Civil Service portal, County Intranet, Social Media and other professional websites;
- May conduct new employee orientations to advise new hires of benefits and statutory entitlements; and processes all pertinent employment paperwork, and enrollment in benefits as applicable;
- May oversee, or assist in the administration of County sponsored and optional benefit programs;
- May act as the liaison with various benefit plan providers and insurance carriers;
- May plan and coordinate annual benefit Open Enrollment, prepare and disseminate notices and plan documents, enroll eligible employees, and process changes which occur throughout the year;
- May assist in coordinating and scheduling of employee training, and other services/programs;

- May prepare a variety of State and Federal statistical reports, provide data for salary surveys and assist in special studies as assigned;
- May attend job fairs representing the County;
- Performs general office duties such as answering telephone and forwarding calls, faxing, photocopying, processing departmental mail, maintaining Laserfiche and/or other electronic records management systems;
- Attends conferences, seminars and meetings as appropriate;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Civil Service Law, Rules and Regulations, or ability to acquire such within a reasonable timeframe and apply principals in the performance of duties;

Good knowledge of human resources practices and processes;

Working knowledge of employee benefit programs, and statutory employee entitlements;

Ability to read and interpret complex written material, including Civil Service Laws; Federal, State, and Local laws and regulations, and collective bargaining agreements;

Ability to effectively communicate, and express oneself clearly both orally and in writing;

Ability to maintain accurate records, compile data to create reports, and prepare correspondence;

Ability to establish and maintain good working relationships with department heads, municipal officials, employees, and the public, resulting in excellent customer service at all times;

Ability to understand and carry out complex oral and written instructions;

Ability to maintain confidentiality; utilize sound judgment; and respond to shifting priorities and multiple competing demands;

Ability to proficiently operate a personal computer, using common software programs such as Microsoft Word, Excel, Outlook, and internet;

Ability to utilize proprietary software applications and operate common office equipment (i.e. copier, postage machine);

Must demonstrate integrity, initiative, resourcefulness, courtesy, and dependability;

Ability to perform in a reasonable manner the essential functions of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of an Associate's Degree or higher in Business Administration, Human Resources, or a closely related field; **AND** two (2) years of experience in human resources involving personnel transactions and processing; **OR**
- b) Four (4) years of experience as described in (a); **OR**
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE:

- a) Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.
- b) Determination of relevancy, nature, and scope of experience and/or training is subject to the discretion of the Personnel Officer.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**