

SENIOR PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class assist the Personnel Officer in the administration of the governmental personnel programs by performing field and office technical and clerical functions. A Senior Personnel Assistant provides oversight for the administrative functions of the Civil Service software application. A Senior Personnel Assistant may also assist in the training, evaluation and supervision of subordinate clerical staff assigned to the Personnel Department. The work is performed under general supervision in accordance with established policies, with leeway permitted for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees the administrative functions of the Civil Service software application;

Develops and maintains Personnel department internal website;

Answers inquiries in person, by telephone and letter regarding the application of Civil Service Law, Rules and Procedures;

Verifies municipal payrolls for Civil Service certification;

Monitors Civil Service and Electrical Licensing examinations;

Assists in the review of applications for minimum training and experience requirements, veterans' credits, physical disabilities, and other personal data;

Assists in the preparation of Eligible Lists and Certification of Eligibles for appointment;

Assists in the training and supervision of clerical staff assigned to the Personnel Department;

Assists in the data entry and maintenance of civil service/human resources computer programs;

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Confers with municipal administrators to improve their understanding and compliance with Civil Service Law and Rules;

May assist with special personnel studies as requested;

Prepares examination announcements;

May conduct EGov orientation for applicable employees;

May travel to civil service jurisdictions to obtain required information and train in the Payroll Certification process;

May assist with municipal classification surveys;

Keeps aware of changes and additions to Civil Service Law and Rules;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of office terminology, procedure and equipment; good knowledge of State and Local Civil Service Law and Rules; good knowledge of examination procedures; working knowledge of basic computer skills including word processing and spreadsheets; working knowledge of the operations of various municipal departments and agencies; ability to train and supervise new staff; ability to follow complex oral and written directions; ability to compose correspondence; ability to get along well with others; initiative and resourcefulness; tact and courtesy; discretion; and integrity.

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- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years experience in Civil Service work involving record keeping and direct public contact work;
or
- (C) Graduation from high school or possession of an equivalency diploma and four (4) years of experience as described in (B) above.

SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license.

SPECIAL NOTE: *Completion of coursework at a college or university can be substituted for work experience on a year for year basis with thirty (30) credits being equivalent to one year of work experience.*

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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