

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 04/05/16

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 general 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) Graduation from a regionally accredited or a New York State registered college or university with an 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** three (3) years of clerical experience involving customer service and account keeping activities.

Adopted: 02/10/16
Revised 04/05/16

Title in promotional series: Assistant Personnel Technician; Personnel Technician I; Personnel Technician II; Personnel Technician III; Director of Civil Service Administration