



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



HUMAN RESOURCES ASSISTANT
\$35,429 per YEAR

Full Benefits including NYS Retirement

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a Regionally Accredited or New York State Registered Two Year College or University with an Associate's Degree in Secretarial Science, Business Administration, or a related field, with a minimum of 12 credit hours of study in computer related courses, and one year of experience in office administration; OR
- B. Graduation from high school or possession of a High School Equivalency Diploma and three years of experience in senior level clerical work which included working extensively with windows based or similar software; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

DISTINGUISHING FEATURES OF THE CLASS:

This is moderately difficult clerical work assisting in the administration of a human resource office. The incumbent performs various computer operations related to civil service and payroll administration. There is considerable public contact involved in the carrying out of assignments. The work is performed under general supervision with leeway for use of independent action. Does related work as required.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Until
August 23, 2018
Or until position is filled

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Acts as receptionist, answering questions from county employees, the general public and officials of civil divisions served by the Human Resources Department;
Transfers personnel data from source documents directly into a computer system via data entry input device and makes additions, deletions and changes as necessary;
Participates in the maintenance of roster records and other personnel record files by performing data entry, scanning and filing;
Processes and reviews personnel changes for conformance with laws, rules and regulations and advises appointing authorities on basic civil service procedures;
Tracks civil service transactions such as probationary, provisional and temporary appointments;
Reviews payrolls for completeness and correctness of entries for certification;
Prepares, types and circulates announcements for examinations;
Maintains civil service records, including but not limited to, canvasses, certifications and reports of personnel changes;
Assists in the review of candidates' applications for appointment;
Assists in the processing of payrolls, including review of timesheets for accuracy, data entry, and related transactions and reporting;
Administers and/or monitors civil service examinations;
Performs other clerical duties relating to human resource administration as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of records maintenance and personnel transactions; ability to acquire a working knowledge of civil service law and local rules; ability to type accurately at a moderate rate of speed; ability to follow oral and written directions; ability to communicate effectively with others; both orally and in writing; clerical aptitude; tact and resourcefulness in dealing with people; physical condition commensurate with the demands of the position.

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