

PERSONNEL PROJECTS AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized personnel work that primarily involving the responsibility for developing and completing a variety of special projects in the Rockland County Department of Personnel and/or providing specialized clerical support for personnel-related projects. The work is performed under the direct supervision of an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with the development and completion of a variety of short-term and ongoing personnel projects and special assignments by gathering and organizing routine information, organizing basic data and information, responding to in-person and telephone inquiries regarding projects and special assignments, etc.;

Maintains records, prepares routine reports, and maintains files, as assigned;

Follows up with applicants and candidates for jobs, employees, personnel staff in County departments and local municipal jurisdictions, etc. to ensure that documents, records, required forms, etc. are completed and submitted accurately and in a timely manner;

Gathers and provides routine information regarding New York State Civil Service Law processes and procedures, as needed and with guidance;

Attends meetings, as assigned;

May prepare routine correspondence, forms, etc. as assigned and with guidance;

May compile data regarding projects and complete a variety of basic Excel and tabular reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of basic personnel principles and practices as they pertain to special projects*; working knowledge of basic business arithmetic; working knowledge of New York State civil service practices and procedures*; ability to organize and coordinate aspects of special personnel projects; ability to organize data for reports; ability to communicate effectively, both orally and in writing; ability to understand basic written material; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

1. Two (2) years of office clerical, business, or technical experience, one (1) year of which must have substantially included personnel work; or
2. Two (2) years of experience that substantially involved coordinating phases of projects or programs, one (1) year of which must have included personnel-related projects; or
3. Any equivalent combination of training and experience.

NOTE:

An Associate's degree of equivalent college credits (minimum of sixty (60) credits) or higher degree may be deemed fully qualifying.

*To be demonstrated during the probationary period.