

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Personnel Department**

***Personnel Assistant***

**\$58,026 - \$70,920**

**DATED: May 29, 2025**

**LAST DAY FOR FILING: June 12, 2025**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the Personnel Officer and Deputy Personnel Officer with administering civil service, and human resource for Otsego County. The incumbent will also have to process civil service transactions for the County, maintain employee files, and prepare and process job vacancies and exam announcements. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. Must have excellent interpersonal skills, be able to work in a fast paced environment, work well independently and with others, and must be highly detail oriented. This work is performed under the general supervision of the Personnel Officer and direct supervision of the Deputy Personnel Officer. The work is of a highly confidential nature and may involve the direct supervision of other support personnel such as college interns and volunteers. Does other related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Processes and reviews civil service transactions to ensure they are in compliance with NYS Civil Service Law and Rules;
- Performs various phases of civil service administration, including recruitment efforts, application review, examination administration, and the processing of personnel transactions;
- Manages, maintains, and canvasses civil service eligible lists for Otsego County;
- Maintains records essential to the civil service examination process and departmental activities such as scopes of examination, specifications, candidate information, and all corresponding reports;
- Prepares and circulates announcements for vacancies and examinations;
- Works with departments regarding position advertisements and department budgets;
- May supervise support personnel including college interns and volunteers;
- Provides information to county departments regarding personnel policies and practices;
- Maintains civil service roster records, personnel records, and related files;
- Provides information and informational sessions to county employees regarding civil service;
- Reviews payrolls approximately twice yearly for completeness and correctness of entries in the payroll certification process for Otsego County;
- Responds to inquiries from employees, the general public and officials of civil divisions served by the Personnel Office;
- May conduct orientations for new county employees with the regard to the setup of personnel files, employee benefits and completing state and federal tax forms;
- Monitors applicants taking midweek or weekend civil service exams;
- Reviews applications for FMLA for accuracy and compliance with federal laws and local policy;
- Assists in administering all union sick banks;
- Assists in the preparation of the Annual Report to the State Civil Service Commission;
- Assists in preparation of the Personnel Department annual budget;
- May prepare other statistical, financial or narrative reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of computer software programs including word processing, spreadsheets, database management; good knowledge of records maintenance and personnel transactions; working knowledge of practices, policies, and procedures of public personnel administration; working knowledge of New York State Civil Service Law and local rules; working

knowledge of FMLA; ability to organize and maintain accurate personnel records and files; ability to follow oral and written directions; ability to work independently; ability to maintain accurate records; ability to communicate effectively with others in both oral and written forms, ability to maintain confidentiality; ability to exercise tactfulness and resourcefulness in dealing with people.

**MINIMUM QUALIFICATIONS:** Either:

- (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 in public or business administration, political science or closely related field and one (1) year of human resource experience or one (1) year of administrative experience involving human and/or financial resources; **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 a Bachelor's degree or higher and two (2) years of experience as defined in (a) above; **OR**
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree in business or human resource administration, or closely related field and three (3) years of experience as defined in (a); **OR**
- (d) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree field and four (4) years of experience as defined in (a); **OR**
- (e) An equivalent combination of training and experience as defined in (a) and (b) above.

**NOTES:** Successful completion of coursework in business administration, human resource management/public administration, or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours or related coursework as indicated above being equivalent to three (3) months of experience, up to one (1) year. Transcripts may be submitted for fields described to support an applicant's successful completion of course work in the fields or closely related fields as described in the minimum qualifications.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)