

PERSONNEL AIDE

DEFINITION

Under general supervision provide clerical and technical support in the Employee Relations Division and perform other duties as required.

EXAMPLES OF DUTIES

Administer recruitment/selection processes in consultation with the Personnel Officer, when necessary; prepare recruitment worksheets and certifications, write recruitment notices, enter application information in the applicant tracking system, screen applications, schedule and administer exams, tabulate and check exam results, maintain recruitment files, certify candidates for final selection using appropriate contract or ordinance language; answer questions from general public regarding policies and procedures; assist Personnel Specialist in maintenance of centralized personnel records system; compile information for reports and assist in consolidation and presentation of data; may handle or distribute bargaining/contract negotiation materials; may prepare and present staff information and development programs; may monitor employee performance evaluations for quality and timeliness; may respond to wage, salary and benefit surveys; may train, assign and monitor the work of other employees performing clerical tasks.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to graduation from high school and four years of general clerical experience or two years experience performing personnel related duties. Must have one year of word processing and spread sheet experience.

Knowledge, Skills and Abilities: Knowledge of laws and regulations affecting departmental operations; knowledge of modern office procedures and practices; possession of effective oral and written communication skills; ability to maintain confidentiality regarding highly sensitive personnel matters; ability to interpret and apply policies, regulations and procedures; ability to establish and maintain effective relationships with the public; and ability to monitor the work of others.