

PERSONNEL ASSISTANT

DEFINITION

Under direction, processes and maintains personnel records and information including new hires and other personnel actions primarily in a liaison role with departmental payroll clerks and central payroll; provides administrative support services including data/word processing for recruitment, examination and other personnel administration functions as needed; trains, assigns and monitors work of other division administrative support personnel in a lead worker capacity; performs related work as required.

EXAMPLES OF DUTIES

Monitors personnel change and recruitment request source documents (including new hires, separations, unpaid leaves of absence, reclassifications, changes of address, etc.) for correctness including classification and pay rate; enters personnel change information from source documents for the personnel/payroll data base system to maintain the payroll, provides position control or tracking and maintains a variety of outputs including the budgeted position report; advises departmental payroll clerks on payroll procedures and questions; supervises the division's manual personnel records system including individual personnel files, recruitment files and grievance files; obtains departmental management recommendations on the granting of Unemployment Compensation claims and relates same to the Corporation Counsel's office; as needed provides word and data processing support services for recruitment, examination and other personnel administrative functions (e.g., applicant reject notices, exam notices, grade/rank calculations, grade notices, certifications, etc.); provides leadership to the division's other support personnel including training, work assignment and work monitoring with particular emphasis on workload priorities and balancing; performs spread sheet data processing and advanced word processing functions.

EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to graduation from high school and three years of high level clerical experience including advanced word processing experience (e.g., merging, archiving, formatting, indexing, glossary creation, etc.) and usage of spread sheet data processing applications. Prefer personnel/payroll records management experience.

(OVER)

PERSONNEL ASSISTANT (continued)

Knowledges and Abilities: Thorough knowledge of modern office procedures and practices; leadership abilities including the ability to train and direct the work of others; ability to develop and write policies and procedures; thorough knowledge of data storage systems; knowledge of personnel management; knowledge of electronic data processing applications; ability to perform basic systems analyses; ability to operate standard office machines including word processing equipment; knowledge of advanced word processing principles, practices and methods; ability to determine the most efficient and effective utilization of technical procedures available for word processing functions and to implement related procedures and programs; ability to type from source documents or dictation equipment at a net speed of 50 words per minute.