



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

PERSONNEL RELATIONS ASSISTANT

Permanent Full-Time @ 35 Hours/Week
Salary starts @ \$18.62/Hour w/Benefits

Chautauqua County Department of Human Resources is actively seeking qualified applicants to fill a Personnel Relations Assistant position to work out of the Mayville, NY Office. This is a responsible para-professional position involving employee in-processing, routine civil service and employment administration, civil service exam proxy and personnel recordkeeping duties.

Position is full-time, 35 hours per week starting at \$18.62/hour. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail or drop off completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

PERSONNEL RELATIONS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible para-professional position involving employee in-processing, routine civil service and employment administration and personnel recordkeeping duties. Work is performed under the general direction of an administrative-level fiscal operations manager of higher rank or an agency head in accordance with established policies and procedures permitting some leeway for the exercise of independent judgment in carrying out the details of work assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Conducts initial processing of new employees to ensure all requirements have been met for certification on the County payroll;
- Processes personnel transactions by changing recorded data on forms, computer data bases and other records;
- Processes changes and maintains data on civil service and personnel records to include roster records and payroll data;
- Acts as liaison between County departments, municipal employers, employees and employment candidates in matters of personnel transactions, recruitment, and related processes;
- Assists in maintaining departmental database records;
- Works with other County functions such as payroll and insurance in matters related to personnel transactions;
- Prepares and processes certifications of eligible candidate lists and canvass letters;
- Assists in the examination process by reviewing applications for initial eligibility, distributing civil service examination announcements and conducting civil service examinations;
- Compiles data regarding unemployment insurance claims, costs, numbers and types of personnel transactions etc. and prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of the principles and practices of civil service administration; good knowledge of civil service records, personnel transactions and payroll certification procedures; ability to compile personnel data and prepare simple correspondence, reports and other materials from general instructions; ability to establish and maintain cooperative relationships; initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

MUST MEET MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and **either:**

- A.** Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, or higher, and two (2) years of clerical experience in Human Resources; **OR**
- B.** Four (4) years of clerical experience in Human Resources; **OR**
- C.** A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: There is no educational substitute for clerical experience in Human Resources. Clerical Human Resources work includes experience in the following areas: compensation/benefits administration, recruitment/staffing, employee relations, HRIS/payroll and civil service administration. Clerical Human Resources experience will only be accepted if the qualifying work duties are the primary function of the job.