

PERSONNEL INTERVIEWER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level professional in the field of Personnel, an incumbent of this class is responsible for conducting interviews of job applicants for the purpose of evaluating their training, experience, skills and job objectives; assisting them in locating and attaining a job either within the County workforce or in a local industry; assisting in resume writing and performing referral and follow-up services. High level clerical duties may be involved including the development and maintenance of job information files, skilled training and educational opportunities and other county and community resources available which are related to employment; working with civil service eligible lists for County employment; and the maintenance of records for reporting purposes. Supervision may be exercised over clerical level support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interviews candidates for job placement;

Evaluates candidates' qualifications, references, and suitability for available jobs or anticipated vacancies;

Conducts workshops on various job hunting skills;

Performs counseling to assist applicants in the evaluation of their interests, training and skills and to assist them in seeking appropriate positions;

Contacts supervisors and department heads to ascertain their hiring needs and objectives, and to make appropriate referrals;

Maintains listing of current and anticipated recruitment needs;

Keeps various employment statistics, labor market trends, records of advertising and the results, turnover statistics, examination schedules, etc.;

Controls lists on candidates who wish to take examinations and sees that they are notified when scheduled;

May assist for recruitment in professional fields, by conducting interviews or making reference checks;

Performs miscellaneous clerical detail associated with interviewing, placement, and other recruitment activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques of interviewing; familiarity with general principles and goals of personnel work and the uses of personnel records; familiarity with a variety of occupational categories and what constitutes effective recruitment and placement; ability to elicit information from applicants through oral interviews; ability to maintain necessary records efficiently and accurately; ability to evaluate applicant's skills and abilities as well as employment history from information presented and elicited; good judgment; tact; physical

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* from a recognized college or university.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.