

## STAFF ASSISTANT (COMPENSATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position performs various administrative and clerical functions, involving both routine and confidential personnel matters, to assist the Deputy Personnel Officer and the Classification and Compensation unit in the County Personnel Office in the implementation of program objectives. The incumbent is responsible for exercising independent judgment in relieving principals of administrative details, and in the interpretation and application of established personnel policies and procedures. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides administrative support to Analysts and other administrative staff in handling routine personnel functions independently;

Relieves principals of details which do not require their personal attention by the use of discretion, tact and a comprehensive knowledge of departmental policies and procedures;

Provides information, and prepares and processes appropriate forms and documentation related to position certifications, job specifications, board acts, classification studies, etc.;

Maintains detailed general and confidential personnel records and files, manually and on an automated system;

Types important and confidential correspondence, reports, charts, etc., utilizing word processing equipment, and generates complex personnel reports from an automated system;

Confers with Analysts and other administrative staff on questions involving interpretation of Civil Service Law, Westchester County Civil Service Rules, Union contracts, and other rules and regulations;

Responds to inquiries regarding routine Personnel practices, procedures and services;

Arranges appointments and meetings and prepares materials for them;

Opens and screens mail and answers it independently or routes it with background material as necessary;

Compiles information and data for reports as required;

Assists in making statistical, financial, procedural, organizational, and special studies as needed;

Acts as a liaison within and between departments and with the public as necessary;

May prepare purchase requisitions and maintain an inventory of office equipment and supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures and the preparation and maintenance of manual and automated records; familiarity with New York State Civil Service Law; familiarity with position classification; ability to compose and edit important letters and memoranda; ability to comprehend and carry out routine written and oral instructions; ability to maintain absolute confidentiality; ability to learn and apply fundamental and basic concepts of classification and compensation administration; ability to deal effectively with the public and employees; ability to communicate effectively, both orally and in writing; ability to independently carry out complex staff or administrative assignments; initiative; dependability; accuracy; discretion; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and one year of clerical or staff experience in a public personnel office which involved the use of automated systems, which included or was supplemented by one year of experience using word processing equipment.

SUBSTITUTION: Satisfactory completion of a course in word processing may be substituted for the required word processing experience.

\*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.