

Human Resources (HR) Assistant Tompkins County

Department: Human Resources Department

Classification: Competitive

Labor Grade: Confidential Grade 58

Approved: 5/2023 by HB

Revised: 12/24; 10/25

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree AND one year of full-time paid (or the equivalent part-time and/or volunteer) experience in processing a variety of personnel transactions or clerical experience in an office setting OR
2. Graduation from high school or possession of a high school equivalency diploma AND three years of full-time paid (or the equivalent part-time and/or volunteer) experience in processing a variety of personnel transactions or clerical experience in an office setting OR
3. Any combination of related education, training and experience equal to or greater than that described above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the responsibility of assisting with a variety of HR/Personnel and Civil Service programs. An HR Assistant serves as a first point of contact for employees, municipal officials, department heads and the general public. Responsibilities include but are not limited to, office clerical support, community outreach, creating vacancy/examination announcements, processing Civil Service transactions, website maintenance, data entry, billing, new employee orientation, reward and recognition, maintenance of various records and files, etc. The incumbent acts in a supportive role and may perform duties requiring the application of laws, rules and policies within limited and clearly defined parameters. The work is performed under the general direction of the Commissioner of Human Resources or their designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- May perform various civil service functions as required, which may include reviewing applications, maintenance of employment records, Civil Service examination program, processing civil service transactions and other related transactions;
- May assist with aspects of New Employee Orientation
- May assist with recruitment efforts on the behalf of county departments and agencies that fall under the Tompkins County Civil Service jurisdiction.
- May create and post vacancy and examination announcements
- May assist with creating payment vouchers and credit card reconciliation;
- May assist with website maintenance
- May attend various job fairs, community outreach events, and networking opportunities
- May assist with the County's Reward and Recognition program
- Utilize a variety of computer programs, HR and proprietary software, databases and management systems;

- May occasionally be required to attend conferences, training, seminars and workshops to maintain current technical knowledge and expertise in various functional areas of responsibility;
- Perform a variety of clerical and para-professional duties, as assigned, displaying a high degree of customer service; such activities may involve answering phones, greeting and assisting walk-in customers, operating standard office machines and equipment, maintenance of employee files, preparation of correspondence, record keeping, scheduling of meetings and appointments; and other support activities as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of methods and procedures used in records maintenance and the processing of personnel transactions;
- Good knowledge of the structure, functions and operation of municipal government;
- Good knowledge of Civil Service law and County rules for the classified Civil Service;
- Skill in the operation of an alphanumeric keyboard (speed is not a factor);
- Excellent customer service skills are required;
- Ability to communicate effectively with others, both orally and in writing;
- Ability to perform close, detail work;
- Ability to compose routine letters and memoranda;
- Clerical aptitude.
- Confidentiality, tact, accuracy and good judgment are all required personal traits;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable them to see and accurately work with information on a computer screen and satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out conversations and a variety of verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. They may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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