

**PERSONNEL ASSISTANT–CLASSIFIED****DEFINITION**

Under general supervision, to perform specialized clerical and technical work related to the recruitment, examination, selection, and employment functions for an assigned group of classifications within the District's classified service; to provide technical information and services regarding employment to applicants, administrators, and others in accordance with established personnel rules, regulations, policies, and procedures; to prepare and maintain personnel records and files; and to perform related duties as assigned.

**TYPICAL DUTIES**

Performs specialized clerical and technical work in support of the classified personnel function. Prepares and distributes open and promotional employment opportunity notices. Schedules examinations and types or assembles test materials according to established examination plan; proctors and administers tests; scores tests according to established keys, norms, and weights, and notifies candidates of results. Schedules oral panels, contacts panel participants, and schedules applicant interviews; compiles final scores and develops eligibility lists. Certifies candidates to hiring departments and confers with administrators regarding final selection; makes job offers to selected candidates and notifies non-selected applicants. Schedules pre-placement physical examinations and takes fingerprints of new employees; assists in completion of hiring forms and documents. Assembles, develops, and maintains personnel files and records. Over the telephone and in person, provides a wide variety of information to administrators, employees, applicants and others concerning rules, regulations, policies, procedures, contract provisions, job openings, and merit system rules and regulations for classified personnel. Enters information into County and District payroll systems; processes paperwork through personnel and payroll to assure proper payroll disbursements; updates personnel files and automated records regarding transfers, step increases, and related data. Prepares, types, and distributes letters, records, tests, reports, bulletins, and other materials. Assists the supervisor with complex assignments and projects requiring extensive knowledge of personnel policies and procedures. Operates a typewriter, copier, calculator, fingerprint equipment, and other office machines; operates computer equipment and applicable software. Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Merit system rules and regulations; regulations, rules, contractual provisions, and procedures applicable to the classified personnel function; modern office practices, procedures, and equipment; equipment including typewriter, calculator, and copier; operation of County payroll system and District computers, peripheral equipment, and word processing software; correct English usage, spelling, grammar, and punctuation; basic arithmetic; record keeping techniques.

**Ability to:** Organize, prioritize, and accomplish a heavy workload with multiple deadlines and various functions; work independently; exercise sound judgment regarding which items to refer and which to handle, and what information to give out; research, process, and provide information to District personnel, administrators, applicants, and the public concerning employment procedures and requirements; exercise tact and sensitivity in interpersonal contact; establish and maintain effective working relations; demonstrate a strong service orientation; communicate effectively both orally and in writing; demonstrate flexibility and accept direction; read, interpret, apply, and explain complex rules, regulations, policies, and procedures; process employment documents; type accurately at a rate of 40 WPM; make arithmetical calculations with speed and accuracy; work effectively with frequent interruptions.

**Typical Physical Activities and Work Environment:** Office environment.

**Typical Background:** Any combination equivalent to graduation from high school and three years of responsible clerical experience including one year at the level of Personnel Clerk II.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.