

## Greene County Human Resources

### Job Announcement: **HUMAN RESOURCES AND CIVIL SERVICE AIDE**

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**\$18.85 per hour (Grade 9, Step 0)**

***This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service exam.***

This is a paraprofessional position involving working with and processing human resource and civil service forms and records and updating and reviewing payroll certifications. There is considerable public contact involved in carrying out assignments with leeway allowed for the use of independent judgment. The work is performed under the supervision of the Human Resource Director and/or Executive Secretary. Does related duties as required.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic procedures involved in human resources transactions; Working knowledge of Civil Service Laws and Rules; Working knowledge of office terminology; Familiarity with the procedures used in administration of a comprehensive human resources program; Familiarity with record maintenance, payroll certification, and the processing of human resources/civil service transactions; Ability to maintain a high level of confidentiality; Ability to operate a personal computer and related equipment; Ability to utilize common office software programs, such as word processing, spreadsheets, and databases; Ability to follow verbal and written directions; Ability to communicate effectively, both verbally and in writing; Ability to effectively communicate and interact with employees and the general public; Ability to compose routine letters and memoranda; Ability to type at an accurate rate of speed; Good judgment; Resourcefulness; Dependability; Tactfulness and Courtesy.

#### **MINIMUM QUALIFICATIONS:**

- A.** Graduation from a regionally accredited or New York State registered college with an Associate Degree in Business Administration, Business Applications or Office Administration and two (2) years full-time paid experience in the administration of human resource and/or civil service transactions; **OR**
- B.** Graduation from high school or possession of a high school equivalency diploma and four (4) years full-time paid experience in the administration of human resource and/or civil service transactions; **OR**
- C.** Any equivalent combination of training and experience.

#### **Human Resource/Civil Service Transactions work is defined as:**

- 1.** Administrative duties performed by an individual as part of the recruitment and hiring process, including coordinating job postings and/or civil service exam announcements and ads, reviewing applications and conducting reference/background checks. **OR**
- 2.** Maintaining employee personnel and employment records in compliance with applicable legal requirements.

**Submission of a Greene County employment application is required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

#### **Applications can be obtained in person or at:**

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit an employment application to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto:hr@discovergreene.com).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.