

**PERSONNEL RELATIONS ASSISTANT  
CHAUTAUQUA COUNTY – HUMAN RESOURCES DEPARTMENT  
SALARY RANGE: \$22.16 - \$28.52/HOUR + BENEFITS**

The Chautauqua County Department of Human Resources is accepting applications for the title of Personnel Relations Assistant in the Mayville, NY office. A Personnel Relations Assistant is a responsible para-professional position involving employee in-processing, routine civil service and employment administration and personnel recordkeeping duties. Work is performed under the general direction of a higher-ranking authority or a department head in accordance with established policies and procedures permitting some leeway for the exercise of independent judgment in carrying out the details of work assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Conducts initial processing of new employees to ensure all requirements have been met for certification on the County payroll;
- Processes personnel transactions by changing recorded data on forms, computer data bases and other records;
- Processes changes and maintains data on civil service and personnel records to include roster records and payroll data;
- Acts as liaison between County departments, municipal employers, employees and candidates in matters of personnel transactions and related processes;
- Assists in maintaining departmental database records;
- Works with other County functions such as payroll and insurance in matters related to personnel transactions;
- Prepares and processes certifications of eligible candidate lists and canvass letters;
- Assists in the examination process by reviewing applications for initial eligibility and supervising civil service examinations;
- Assists with other tasks in the office as assigned.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:**

**Promotional** - Candidates must be permanent in the following title(s) within a Chautauqua County department and held such qualifying title(s) for one (1) year at the time of application **and** appointment:

Operations Assistant, Operations Assistant (Human Resources), Operations Assistant (Spanish Speaking) or Motor Vehicle Representative.

**OR**

**Open Competitive** - Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, or higher, and two (2) years of clerical experience in Human Resources; OR
- B. Four (4) years of clerical experience in Human Resources; OR
- C. A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** There is no educational substitute for clerical experience in Human Resources. Clerical Human Resources work includes experience in the following areas: compensation/benefits administration, recruitment/staffing, employee relations, HRIS/payroll and civil service administration. Clerical Human Resources experience will only be accepted if the qualifying work duties are the primary function of the job.