

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES  
County Office Building - 175 Arsenal Street  
Watertown, NY 13601  
www.co.jefferson.ny.us

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION  
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

OPEN COMPETITIVE EXAMINATION  
FOR  
NO. 63-137 PERSONNEL ASSISTANT

VACANCIES: At present, two vacancies exist with Jefferson-Lewis BOCES

SALARY: \$38,000 - \$42,000

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR  
CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH  
IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

LAST FILING DATE: December 1, 2017

EXAMINATION DATE: January 20, 2018

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

(A) Graduation from a regionally accredited or New York state registered college with an associate's degree and two (2) years of clerical experience in a personnel or human resource agency, the major job function of which must have been in the maintenance of personnel records and providing detailed information about personnel policies and programs; **ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.** OR

(B) High School Diploma and four (4) years of clerical experience in a personnel or human resource agency, the major job function of which must have been in the maintenance of personnel records and providing detailed information about personnel policies and programs; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

EXAMPLES OF WORK: (illustrative only)

- Interprets and applies the provisions of salary plans covering numerous contractual and/or policy requirements as they relate to salary, benefits and conditions of employment for employees;
- Maintains a variety of personnel records, including but not limited to, personnel transaction forms, application forms, extended sick leave records, employee benefit records, attendance reports, training and orientation registration records and data processing printouts;
- Maintains computer record keeping systems and assures backup of, and access to historical records in electronic and paper format, as necessary and required;
- Performs primary role in facilitating data/information sharing of file types, data conversion and import/export of data;
- Provides appointing authorities, managers, employees and the public with information on and interpretation of both agency and contractual procedures and policies;
- Provides information regarding policies relating to employee benefits, salaries and other personnel related issues;
- Maintains a variety of miscellaneous records, including but not limited to, lists of provisional or temporary appointments, monthly and annual reports, reports which list number of salary changes, terminations, reinstatements, leaves without pay, name changes, changes in classification and provisional, temporary and permanent appointments;
- Composes routine correspondence;
- Assists in drafting, editing and final production of documents;
- Assists in special projects as requested;
- Assists in reception area and performs other clerical and reception duties as necessary.

**SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:**

1. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

2. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs,

perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

**SCOPE OF EXAMINATION: continued;**

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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