

Professional Help Wanted

Personnel - Human Resources Assistant - responsible for performing a variety of paraprofessional level and specialized clerical tasks in support of human resources and employee benefit functions and activities. Maintains a variety of personnel records, the processing of records and forms for employees and providing advice and assistance in matters regarding civil service compliance, employee benefits and civil service exam administration.

Minimum Qualifications: Associate's degree and 2 years of clerical experience or High School Diploma and 4 years of clerical experience.

Salary range: \$35,636 - \$43,880. Excellent Fringe benefits including; Health Ins, Dental, Vacation/Sick leave and NY State Retirement. Apply to: Jefferson County Department of Human Resources, 175 Arsenal St., Watertown New York 13601. Or online at <https://jefferson-portal.mycivilservice.com/> Applications will be accepted until the position is filled. Civil service test required for permanent appointment. EOE