

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:**

PERSONNEL ASSISTANT

**EXAMINATION NO: 89404010
EXAM DATE: OCTOBER 26, 2024**

The work involves responsibility for assisting the County Personnel Officer in administering Civil Service for County departments and all civil divisions under the jurisdiction of the County, as well as human resource functions for all County departments. An incumbent performs a variety of paraprofessional personnel activities, and is responsible for much of the routine day-to-day office operations. The work is performed under the general supervision of the Personnel Officer with wide latitude allowed for independent judgment, and in planning, scheduling, and carrying out duties and responsibilities.

Minimum Qualifications:

A.) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in Business Administration, Business Management, Office Technology, Accounting, or related field and one (1) year of clerical, administrative or office management experience which shall have involved use of a computer with various software packages and record maintenance; or

B.) Graduation from high school or possession of a high school equivalence diploma and three (3) years of experience as defined by the limits of A)

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

Proof of minimum qualifications are required at the time of application.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications must be received no later than September 22, 2024.



HAMILTON COUNTY PERSONNEL DEPARTMENT
102 COUNTY VIEW DRIVE
P.O. BOX 174, ROUTE 8, COURTHOUSE
LAKE PLEASANT, NEW YORK 12108
PHONE: (518) 548-6375 * FAX: (518) 548-3108

**announces a Civil Service examination
for the following:**

**No. 89404010 Open-Competitive
* * * PERSONNEL ASSISTANT * * *
Personnel Office of Hamilton County**

LAST FILING DATE:
SEPTEMBER 20, 2024

EXAMINATION DATE:
OCTOBER 26, 2024

APPLICATIONS: Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

DISQUALIFICATION OF EXAMINATION APPLICATIONS: When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

LOCATION OF POSITIONS/VACANCY: The location of the position is within the Personnel office of Hamilton County.

ELIGIBLE LIST: The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

SPECIAL ARRANGEMENTS: May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with who you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE

2024 Salary: \$37,417 – \$62,930

RESIDENCY: Candidates must, at the time of examination and at least one (1) month prior thereto, be a legal resident of Hamilton County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for one (1) month prior to the date of the written test.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

- Performs office reception and responds to inquiries from employees, department heads, officials of civil divisions, and the general public; providing information, assistance, and guidance according to the level of knowledge or expertise;
- Assists the Personnel Officer in carrying out civil service functions such as the recruitment and appointment of personnel, maintenance of records and payroll certifications;
- Oversees the maintenance of roster records of all employees under the jurisdiction of the Personnel Officer;
- Assists the Personnel Officer in overseeing civil service examination process, including examination planning and preparation, candidate correspondence, exam security, and monitoring of exams (which are generally held outside of normal business hours); maintenance of eligible lists, and canvassing of such lists as necessary;
- Assists in the preparation of payroll certifications and eligible lists and roster card maintenance;
- Maintains records of employee's enrollment in disability sick leave reserve bank (DSLRLB);
- Maintains employee time records, including leave accruals;
- May assist with required posting procedures for filling positions;
- Assists the Personnel Officer with reviewing requests for the classification of new jobs, assignment of jurisdictional classification and preparing job specification for positions in the classified service;
- May assist with and provide direction of day-to-day operations involving, but not limited to, municipal transactions, payroll certifications, examinations and eligible list administration;
- Assists with reviewing applications for examinations against approved minimum qualifications and approves or disapproves applicants in accordance with local rules and/or state laws;
- Assists with preparing the Annual Report and Exam Fee Report for the Department of Civil Service;
- Prepares the EEOC Report for final approval of the Personnel Officer;
- Maintains personnel files for all employees in compliance with related employment laws, safeguards employee information, and ensures records are retained in accordance with retention and disposition schedules;
- Assists the Personnel Officer with preparing Rules Amendment Resolutions;
- May attend training and workshops pertaining to Civil Service procedures;
- Assists in drafting of examination announcements;
- May schedule medical examinations and/or drug testing of certain employees;
- May conduct new employee orientations to advise new hires of benefits and statutory entitlements; and processes all pertinent employment paperwork, and enrollment in benefits as applicable;
- May assist in the administration of County sponsored and optional benefit programs; plan and coordinate the annual benefits day for employees/brokers;
- Oversee procurement of office supplies, office inventory, and prepares vouchers for payment of bills;
- May assist in coordinating and scheduling of employee training, and other services/programs;
- May prepare and type routine letters, memorandums and other documents as needed;
- May prepare a variety of State and Federal reports; compile statistical reports; provide data for salary surveys; and assist in special studies as assigned;
- Performs general office duties such as answering telephone and forwarding calls, faxing, photocopying, and processing departmental mail; and may coordinate maintenance of department equipment;
- Attends conferences, seminars and meetings as appropriate.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last filing date: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in Business Administration, Business Management, Office Technology, Accounting, or related field and one (1) year of clerical, administrative or office management experience which shall have involved use of a computer with various software packages and record maintenance; or
- B. Graduation from high school or possession of a high school equivalence diploma and three (3) years of experience as defined by the limits of A; or
- C. An equivalent combination of training and experience as defined by the limits of A. and B. above.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time 24-31 hrs./wk....3/4 time 32+ hrs./wk....full-time

If qualifying by A or B (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Personnel Office for a list of NACES members who provide this service. You must pay the required evaluation fee.

SUBJECTS OF EXAMINATION: The written, multiple-choice test will be designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Customer service:

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.

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. 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.

4. Working with office records:

These questions test your ability to work with office records. 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 numerical data from several sources; 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**.

Test Guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:

<https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATOR POLICY: Quiet, hand-held solar or battery-powered calculators are allowed. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

AT THE EXAM THE USE OF CELLUAR PHONES, BEEPERS, ETC. ARE STRICTLY PROHIBITED.

VETERANS' CREDITS: Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT: In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

RATING AND REVIEW: This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

NOTICE TO APPEAR: Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

EMERGENCIES:

If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on the Monday following the test date, providing verifiable documentation of the reasons.

Weather Emergencies: In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

ISSUED: 08/13/24