



PROVISIONAL VACANCY:
Inclusion Through Diversity
Cayuga County is an Equal Opportunity/Affirmative Action employer.
Minorities and women are encouraged to apply.

Human Resources Assistant HR/Civil Service

Anticipated start date: On or after 06/21/2025

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

SALARY RANGE: \$47,579 - \$52,234 (2025 Cayuga County Compensation Plan, CSEA, Grade 12)

DEADLINE TO APPLY FOR VACANCY: Accepting applications until the position is filled.

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button across from the title of "Human Resources Assistant– Provisional Vacancy" listed under Current Vacancies.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in business administration, business administration: office management, secretarial science, or related field; OR
- (B) Graduation from high school or possession of a NYS high school equivalency diploma, AND two years of experience maintaining financial accounts and records, personnel records, or other equivalent account clerical experience; OR
- (C) Graduation from high school or possession of a NYS high school equivalency diploma, AND completion of Office Studies certificate program or related certificate program and two years of experience in an office environment; OR
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for providing clerical support to professional staff engaged in human resources and civil service functions. The incumbent serves as the first point of contact for the Human Resources / Civil Service Department. The incumbent prepares and maintains employee records and is responsible for providing civil service information to employees and general public. The work is performed under the general supervision of the Human Resources Administrator and Deputy Human Resources Administrator, in accordance with established policies and procedures. Some exercise of independent judgment is required in carrying out details of the work. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;

Ability to establish and maintain effective working relationships with others;

Good knowledge of Human Resources laws, rules and regulations;

Ability to communicate effectively with others both orally and in writing;

Ability to acquire a working knowledge of Civil Service Law and local rules and the procedures used in the administration of employee benefit programs and collective bargaining agreements;

A high degree of accuracy and attention to detail;

Ability to organize and maintain accurate records and files;

Working knowledge of records maintenance and personnel transactions;

Ability to analyze and organize data and prepare records and reports;

Ability to deal effectively with the public;

Ability to understand and interpret complex oral instructions and/or written directions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews personnel transactions to ensure they are in accordance with Civil Service Law and Rules, and informs senior staff of potential problems;

Responds to inquires from employees, the general public, departments, and/or officials of civil divisions served by the HR/Civil Service Office;

Provides orientation materials to new employees, answers routine HR/Civil Service questions, and processes paperwork necessary for new hires to commence employment;

Works with the Deputy HR Administrator maintaining records essential to the examination and appointment process such as canvass letters, eligible lists, scopes of examination, specifications and candidate information;

Assist with the posting of job vacancies and Civil Service exam announcements;

Assist jurisdictions and departments with canvass and recruitment processes as well as appointment paperwork;

Prepares a variety of reports and correspondence requested by senior staff;

Assists in tracking participation in mandatory annual training programs;

Assists with the follow up on personnel transactions such as probationary, provisional, and temporary appointments;

May conduct orientation for new employees;

Monitors civil service examinations;

Sorts and distributes mail;

Maintains an inventory of supplies and orders supplies when necessary;
Assists with the creation of certificates for employees recognized by Cayuga Gold Committee;
Responsible for scheduling continuous recruitment exams for approved candidates;

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

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