

CIVIL SERVICE TECHNICIAN TRAINEE

JOB CODE: 3116
DEPARTMENT: Tioga County Department of Personnel & Civil Service
CLASS: Competitive
SALARY: Management/Confidential
ADOPTED: 5/9/2023 Reso. 208-23

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for learning/assisting in various technical aspects of civil service administration. This position will gain the knowledge to offer technical support in accordance with State Civil Service Law and Tioga County Civil Service Rules and Regulations once training is completed. The work is performed under the direct supervision of the Personnel Officer or his/her designee. As an incumbent develops their knowledge base, additional leeway will be independent action. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates the administration of decentralized examination process, scheduling room use, scoring of decentralized tests, and monitor coverage;
- Tracks personnel transactions such as probationary, provisional, and temporary appointments;
- Reviews and performs maintenance of roster cards, position control cards & personnel record files;
- Assists with review of candidate applications to verify eligibility for appointment and/or for taking competitive examinations;
- Assists in the certification process of an eligible list to an appointing authority;
- Trains for Reviews duties of proposed and existing positions to recommend classification to the Personnel Officer;
- Assists with aspects of payroll certification for compliance with Civil Service Law;
- Answers correspondence and questions from employees and the general public pertaining to information and direction sought on the administration of the Civil Service Law, rules and regulations;
- Monitors centralized examinations
- Maintains examination records, eligible lists and a variety of other records as necessary;
- Attends seminars and workshops and otherwise learns material pertaining to technical work involving public personnel administration;

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of State Civil Service Law and Tioga County Civil Service Rules and procedures; Working knowledge of methods and procedures of record maintenance and personnel transaction processing; good knowledge of office terminology, procedures and equipment; ability to interpret laws, rules, policies and procedures; ability to acquire familiarity with laws, regulations, policies and concepts related to personnel administration and labor relations; ability to establish effective working relationships with county departments, school and municipalities; ability to communicate effectively, both in writing and orally; ability to handle inquiries from a variety of sources; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

OPEN-COMPETITIVE (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year (1) year of full-time work experience or its part-time equivalent in personnel administration, human resources, or related field; **OR**

2. Civil Service Technician

- b.** Graduation from high school or possession of a general equivalency diploma, and two (2) years of full-time work experience or its part-time equivalent as outlined in a; **OR**
- c.** An equivalent combination of training and experience, as defined by the limits of (a) and (b) above.

Note: The incumbent will promote to the title of Civil Service Technician without further competitive examination after completing a minimum of eight week or maximum of fifty-two weeks traineeship