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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : PERSONNEL OFFICE ASSISTANT**  
**Code: 060020 EBA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Plans, organizes, and directs the activities of a centralized personnel office; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in supervising and coordinating personnel office services functions.

**TYPICAL DUTIES**

1. Supervises and administers the Employee Benefits programs; including all employee correspondence regarding benefit programs, review of existing policies and guidelines on benefit administration.
2. Acts as liaison with New York State departments and insurance carriers and agents.
3. Develops and implements computerized personnel records software system.
4. Studies and analyzes current operational and systems procedures, and makes recommendations on the implementation of total software package as it relates to the personnel office operations.
5. Acts as liaison with Data Processing department, Business Services, and other areas of system.
6. Supervises input of data, and generation of reports from computerized software system.
7. Administers and supervises Unemployment Insurance Claims program.
8. Supervises maintenance of personnel records programs.
9. Supervises all personnel office staff engaged in daily operation of the personnel office.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of principles and practices of office management.
2. Thorough knowledge of principles, practices, techniques, and methods of computerized records management.
3. Considerable knowledge of the application and use of up-to-date office equipment.
4. Ability to plan, organize, assign, and supervise the work of subordinate clerical personnel.
5. Ability to develop, apply, and interpret departmental policies and procedures.
6. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

Six years of satisfactory office clerical experience, which included personnel processing and transactions as a major function, including three years in a supervisory capacity, and including one year in computerized personnel record keeping.

- NOTE:**
1. Experience, as outlined above, in excess of the six-year requirement, may be substituted for high school on a year-for-year basis up to a maximum of two years.
  2. College education from a regionally accredited or New York State registered college or university may be substituted for the non-supervisory experience as outlined above, on a year-for-year basis up to a maximum of two years.

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