

# **POSITION AVAILABLE**

## **DEDICATED INDIVIDUALS NEEDED**

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www.steubencony.org

Steuben County, New York is currently recruiting candidates for the position of

## **PERSONNEL TECHNICIAN**

The work involves responsibility for participating in various technical areas of public personnel administration involving county departments, school districts, cities, towns, villages, and special districts. The work also involves the interpretation and application of the Civil Service Law and Rules. Work is performed under the general direction of either the County Personnel Officer or designee with some leeway allowed the incumbent for the exercise of independent judgment in analyzing problems and rendering service to departments, civil divisions, and employees. May supervise clerical staff when performing Civil Service tasks.

### **OTHER DUTIES INCLUDE:**

- Researching civil service provisions to identify options and solutions.
- Presenting of matters to the Personnel Officer with recommendations for action.
- Assisting with the implementation of civil service decisions.
- Making interpretations of the provisions of Civil Service Law and Rules as applied to particular situations in resolving problems involving civil service administration.
- Assisting in the general implementation of the provisions of the Civil Service Law and Rules in county departments and municipalities across the county.
- Administering and supervising Civil Service Exams held on Saturdays, throughout the year.
- Participating in other related personnel or human resource matters.

### **Applicants must meet the following **MINIMUM QUALIFICATIONS:****

- Graduation from a regionally-accredited or New York State-registered college or university with a Bachelor's Degree in Public or Business Administration, Political Science, Government, History, or a closely-related field, and
- one year of full-time or equivalent part-time paid public sector experience which shall have involved the provision of technical assistance in personnel-related matters.

### **SALARY/BENEFITS:**

- ✓ \$37,654 annually (\$44,299 after one year)
- ✓ NYS Retirement and an excellent benefits package.

**NOTE:** Must be successful in a Civil Service examination at a later date; \$15 fee.

**Send an application by November 17, 2016 to:**

Mary Jo Snyder, Confidential Secretary  
Steuben County Department of Personnel  
3 East Pulteney Square  
Bath, NY 14810