

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 TRAINEE

The trainee level is used to recruit college graduates with a career interest in learning the aspects of New York State Civil Service Law in a County government environment. The trainee position is competitive and the candidate must be successful in the Civil Service examination. The trainee position has a duration of one year. At the conclusion of the traineeship, an incumbent receiving satisfactory performance evaluations will be advanced to the title of Personnel Technician without further examination. The appointment will be terminated if the Trainee does not show the personal stability, cooperation, interest and ability to acquire the knowledges and develop the skills required of a Personnel Technician.

The work involves responsibility for learning:

- various technical aspects of public personnel administration in County departments, school districts, Cities, Towns, Villages, and special districts,
- the interpretation and application of the Civil Service Law and Rules,
- the process of development of recommendations for action to implement decisions dealing with civil service administration that are made by the Personnel Officer,
- the Civil Service examination process,
- other related personnel and human resource matters.

Work is performed under the direct supervision of either the County Personnel Officer or designee, with detailed instructions and training being given for all assignments undertaken. Supervision of the work of subordinates is usually not a feature of this class of positions.

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 Administration, Business Administration, Political Science, Government, History, or a closely-related field.

SALARY/BENEFITS:

- ✓ \$36,619 annually (\$43,081 after one year)
- ✓ NYS Retirement and an excellent benefits package.

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