

Guilderland Central School District

Employment Opportunity

Personnel Assistant I

Albany County Civil Service Provisional Appointment*

- *Provisional appointments* may be made to positions in the competitive class if no list of eligible candidates exists. All provisional appointees are subject to passing a competitive examination and be reachable on any list established as a result of such an examination.



8 School Road P.O. Box 18
Guilderland Center, New York 12085
518 456-6200 FAX 518 456-1152

Personnel Assistant I (2) positions in the Human Resources Department

The Guilderland Central School District is hiring (2) Personnel Assistant I positions to work in the Human Resources Department. One position is a 12 month, 7.5 hours per day position. One position is a 12 month, 7 hours per day position. The hourly rate for each position ranges from \$13.95 to \$14.59, based on experience. Both positions include full benefits. Both positions are provisional appointments, one appointment being contingent provisional pursuant to civil service law Rule XVI.

The duties include but are not limited to, processing time cards and leave requests, maintaining vacation and longevity charts, entering new employee appointments, calculating vouchers, maintaining employee files, scanning of employee files, maintaining a bi-weekly sub report, filing, reception, answering phones, maintaining student injury reports, open and sort mail, managing confidential records and supporting the Personnel Assistant II as needed. Does related work as required.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE: EITHER:

- A. Graduation from High School or possession of a High School equivalency diploma and two (2) years of experience in clerical work involving public contact, included or supplemented by one (1) year of full time experience in human resources or financial functions, including benefits, payroll, worker's compensation, insurance, training, and/or recruitment; OR,
- B. Associate's degree in Business Administration or related field.

Guilderland Central School District is an equal opportunity employer. We do not discriminate in our programs or employment on the basis of age, race, color, religion, disability, marital or veteran status, national origin or gender.

Applications are available on our web-site at:
http://www.guilderlandschools.org/district/forms/PDFs/DO_supportapp.pdf

OR APPLY ON OLAS

Send application to: Lin Severance, Assistant Superintendent for Human Resources, P.O. Box 18, Guilderland Center, NY 12085

APPLICATION DEADLINE: August 4, 2017