

## **CIVIL SERVICE TECHNICIAN**

**JOB CODE:** 3113  
**DEPARTMENT:** Tioga County Department of Personnel & Civil Service  
**CLASS:** Competitive  
**SALARY:** Non-union  
**ADOPTED:** 8/01; 8/02, 10/19, 01/20 Tioga Co. Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing various technical aspects of civil service administration. The position will provide specified civil divisions with technical support in accordance with State Civil Service Law and Tioga County Civil Service Rules and Regulations. The work is performed under the direct supervision of the Personnel Officer through reports and conferences for review of work and conformance with policies, procedures and law. A degree of leeway is allowed for the exercise of independent judgment in planning and carrying out assigned duties. May assign and review work to clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Coordinates various aspects of the examination program, including administration of decentralized examination process, scheduling room use and monitor coverage;
- Assists appointing authorities within County departments, schools, towns and villages in meeting the requirements of the Civil Service Law and Tioga County Rules for the classified Civil Service;
- Reviews and performs maintenance of roster cards, position control cards & personnel record files;
- Reviews candidate applications to verify eligibility for appointment and/or for taking competitive examinations;
- Authorizes and administers the certification process of an eligible list to an appointing authority;
- Reviews duties of proposed and existing positions to recommend classification to the Personnel Officer;
- Examines and certifies payrolls for compliance with Civil Service Law;
- Compiles material and statistics for the annual Civil Service report in compliance with 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 examinations and oversees the scoring of decentralized tests;
- 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;
- Performs or assists in the performance of a variety of other personnel duties, including recruitment and new employee orientation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of State Civil Service Law and Tioga County Civil Service Rules and procedures; good 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 understand and explain technical Civil Service laws and procedures; ability to acquire familiarity with laws, regulations, policies and concepts related to personnel

## 2. Civil Service Technician

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 a Bachelor's degree; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of full-time work experience or its part-time equivalent in personnel administration; **OR**
- c. Graduation from high school or possession of a general equivalency diploma, and four (4) years of full-time work experience or its part-time equivalent in personnel administration; **OR**
- d. An equivalent combination of training and experience, as defined by the limits of (a) and (b) above.