

**Department Personnel Assistant I - Confidential**

**Class Spec Code**

**NEW**

**CO033**

**Established Date 5/10/2026**

**Bargaining Unit Confidential**

**FLSA Non-Exempt**

**The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer**

**We welcome applicants of any race, religion, or ancestry.**

**General Statement of Duties**

Under general supervision, to perform a variety of difficult, complex, and specialized program, office, administrative, and general support work for an assigned department in conjunction with the County Personnel Program; to prepare, process, assemble, and distribute material for recruitment and selection to fill vacancies; to prepare personnel transactions; to assist the Department Head in collaboration with Personnel with information gathering; to provide a variety of information about County Personnel policies and procedures to the public and County staff in assigned department; and to do related work as required.

**Distinguishing Characteristics**

This is an entry level into a specialized Personnel Assistant classification for performing a variety of complex, specialized support functions for the County Personnel program. After attaining the experience requirement, they are eligible for promotion to Personnel Assistant II. This class is distinguished from Personnel Assistant II in that incumbents are working at a lower, less independent level of complexity.

**Report to**

County Administrator or Deputy County Administrator

**Classifications Supervised**

This is a non-supervisory position.

**Examples of Duties**

**Essential Functions**

Performs a variety of complex and specialized program, office, administrative, and general support assignments for the County Personnel Program; develops bulletins and announcements for recruitment and selection processes to fill position vacancies; organizes selection processes, schedule and proctors testing, maintaining required documentation and sending notices to job candidates; processes personnel transactions and maintains personnel files; gathers, organizes,

and maintains data for special studies in conjunction with the Personnel Department and department management staff; develops, organizes, and distributes documents for personnel procedures; provides a variety of information about personnel processes, policies, and procedures for the public and designated department staff; operates a personal computer and uses a variety of software to develop and maintain personnel information and generate reports; prepares correspondence; operates office equipment.

**Knowledge of:**

- Policies, procedures, and functions of the County Personnel System.
- General knowledge of personnel recruitment and selection processes.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office and administrative support work, including the maintenance of personnel records.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Principles of work coordination and planning.

**Desired skills:**

- Maintain on-going responsibility for personnel program support functions in providing assistance for the designated management.
- Perform a variety of complex and specialized administrative, office, and general support work in conjunction with County Personnel with minimal guidance and supervision.
- Read, interpret, and apply policies, procedures, and regulations.
- Follow oral and written directions.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Gather and organize data and information.
- Skillfully interview others and obtain sensitive information.
- Maintain and update records and reports.
- Operate a computer and use specialized software in the performance of assigned work.
- Operate and use office equipment.

- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the County Personnel Policy.
- Establish and maintain cooperative working relationships.

### **Typical Qualifications**

#### **Training and Experience:**

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

- Three years of previous administrative, office, and general support work experience comparable to that of an Administrative Support Assistant III with Siskiyou County, including previous work experience with personnel procedures and processes.

### **Supplemental Information**

#### **Typical Physical Requirements**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

#### **Typical Working Conditions**

Work is performed in an office environment; continuous contact with other staff and the public.

#### **Special Requirements**

- Possession of, or the ability to obtain, a valid and appropriate driver's license is required.
- Upon accepting a job offer candidates must successfully pass a routine background check including fingerprinting and drug test.