OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Personnel Aide	CODE: 64610C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from personnel officer or higher-level administrative position, processes personnel actions &/or other personnel related forms, participates in recruitment activities, maintains personnel records & performs related clerical work;

-PERFORMS RELATED DUTIES AS REQUIF

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-53	Types & processes personnel actions for new appointments & all status changes (e.g., transfers, promotions, resignations, step increases, leaves of absence), types & distributes performance evaluations, checks returned performance evaluations for correct signatures & contacts appropriate supervisors on overdue evaluations when assigned, &/or processes personnel related forms (e.g., PERS certification forms, disability insurance claims) for completeness & accuracy & forwards to appropriate department.	Knowledge of (1) Ohio civil service laws, rules & procedures*, (2) payroll processing procedures*; skill in (3) typing, (4) operation of office equipment (e.g., calculator, copy machine, CRT)*; ability to (5) deal with problems involving several variables in familiar context, (6) calculate fractions, decimals & percentages, (7) complete routine forms, (8) gather, collate & classify information about data, people or things.
2	12-32	Participates in recruitment activities (e.g., provides forms to applicants & explains procedure for completing applications, conducts preliminary interviews, schedules interviews with supervisors of vacancies, types & posts job bulletins, answers inquiries from applicants regarding salaries & benefits, receives & reviews applications, contacts prior employers & personal references, answers public inquiries regarding career opportunities, requests certification lists).	Knowledge of 1*, 2*, (9) interviewing*, (10) public relations; skill in 3, 4*; ability to 5, 6, 8, (11) interview job applicants effectively, (12) answer routine telephone inquiries from public.

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*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in typing or data entry (or 1 mo. exp. using keyboard); 1 course in public relations (or 1 mo. exp.); or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	10-20	Maintains personnel records, composes & revises position descriptions; maintains & updates tables of organizations & maintains position control rosters.	Knowledge of 2*; ability to 6, 8, (13) define problems, collect data, establish facts & draw valid conclusions, (14) maintain accurate records, (15) handle sensitive inquiries from & contacts with officials & general public.
4	0-8	Assists with &/or administers special projects such as group health insurance, staff development, deferred compensation, workers compensation.	Knowledge of 1*; ability to 5, 8.
5	12-22	Performs related clerical duties (e.g., files, types letters & memos, answers phone, greets visitors).	Skill in 3, 4*; ability to 7, 8, 12, 14.

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123.1-7-17

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UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

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