

*Code: 1175*

*Title: PERSONNEL ASSISTANT-SHERIFF'S DEPARTMENT*

**SUMMARY:** Performs paraprofessional personnel activities in the personnel unit or section of the Sheriff's Department.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists applicants in completing application and related documents, soliciting additional work history information;

Collects and files personal and employment reference information for applicants;

Identifies any derogatory or questionable information in application and reference materials and alerts supervisor;

Monitors examinations and assists with set up of tests and interviews;

Processes background investigations and conducts criminal history checks;

Reviews and evaluates employment applications and ensures all applicable documents are included;

Performs Notary services for required documentation of applicants;

Schedules applicants for written tests, physical fitness tests and oral boards and various examinations;

Compiles and enters data or information into an automated system and prepares special reports;

Issues and maintains documentation on magnetic entry cards issued to employees;

Maintains Department automated personnel system database conducting data entry and conducts research of information;

Maintains Department personnel, background, insurance and medical files and ensures filing of documents;

Tracks files for archiving and sends/retrieves files to/from archives;

Operates and maintains Department security system computer and produces reports;

Prepares and processes Personnel Action Forms for submission to the central Human Resources Department;

Processes, checks and verifies personnel forms and documents for adherence to Personnel Rules, Administrative Regulations and Management Procedures and coding for computer input;

Provides general information on benefits and ensures documentation is completed and processed to central Human Resources;

Researches information and prepares routine correspondence, memos, reports and other documents;

Responds to questions or problems which require explanation of Department and County personnel rules and policies;

Serves as Department benefits representative and as liaison between Department employees and central Human Resources;

Sets up and conducts new employee orientation, explaining Department policies and procedures and ensuring new hire documents are completed properly;

Sets up insurance meetings and distributes benefits information to employees;

Maintains security and confidentiality of information created or encountered in the performance of assigned duties;

Distributes County job announcements throughout department.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- general office practices and procedures;

- business English and basic arithmetic;
- laws and practices relative to the performance of Notary Public services in Arizona;
- research techniques and report writing;
- departmental programs and procedures;
- principles and practices of personnel work;
- test administration and security procedures.

Skill in:

- evaluating applications for minimum qualifications;
- conducting basic research, compiling data and preparing reports;
- obtaining and verifying general and statistical information;
- communicating effectively both orally and in writing;
- using word processors and microcomputer systems;
- setting up and conducting orientations and briefings.

MINIMUM QUALIFICATIONS:                    EITHER

(1) One year of experience performing paraprofessional and clerical support activities in support of a human resources/personnel function.

OR

(2) Two years of experience in a clerical processing or clerical specialist classification with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver license at the time of application, appointment or prior to completion of initial/promotional probation. Employees in this classification require a Department of Public Safety Terminal Operator Certification (Level B) (TOC-B) within 45 days of hire. This certification is required as a condition of employment. Failure to obtain TOC-B certification may lead to termination of employment. Some positions may require a Notary license prior to completion of probation.

Special Notice Items: Some positions may require the successful completion of a background investigation due to the need for access to detention, courts, corrections and/or law enforcement facilities or associated confidential information, documents and materials. May be required to pass pre- or post- employment drug testing.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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