

**9305**  
**PERSONNEL ASSISTANT**

**Nature of Work**

Under moderate supervision, performs paraprofessional duties associated with personnel administration in any of the designated areas in the Division of Highways. Reviews forms and documents for compliance with and conformance to established rules, regulations, and guidelines and recommends and/or takes corrective action necessary to assure compliance. Work is generally reviewed for technical conformance and consistency with practice and policy. Assist professional staff by researching, collecting, and compiling information/data within defined criteria. May supervise or act as lead worker over clerical or other paraprofessional staff. Performs related work as required.

**Distinguishing Characteristics**

Work at this level is distinguished from Personnel Specialist, Associate by its application of prescribed rules, regulations, and guidelines which do not require analysis and/or subjective determination for compliance and correctness.

**Examples of Work**

Reviews forms and/or documents to verify correctness.

Computes, verifies, corrects seniority and/or continuous service dates; notifies specialist/generalist for corrective action; computes salary increases based upon prevailing salary schedule.

Reviews requisitions for staffing to assure position is established; receives eligible lists and routes to requested source; reviews list of eligibles for veteran's preference points and entrance rate criteria.

Checks applications for employment for all required information and obtains necessary data.

Maintains staffing records, identifying number of staff employed by class, organization and location; prepares tabulations of vacancies and new hires by assigned criteria.

Maintains employee lists for use in a variety of personnel, record-keeping data, such as allocations, race and sex distributions, coding, etc.

Answers questions for which written and accepted responses are available to serve as the source, e.g., types of examinations offered salary ranges for classes from Alphabetic Index.

Furnishes corrected or verified information to proper agency source on required actions such as payrolls, data processing, management/supervisors, etc.

May serve in a lead worker or limited supervisor role over clerical and other paraprofessional staff.

**Knowledge, Skills and Abilities**

Knowledge and understanding of the principles of the area of assignment.

Knowledge of basic statistical data, research methods, and techniques for organizing and presenting data.

Ability to follow oral and written directions.

Ability to communicate effectively, both orally and in writing.

Ability to accurately utilize arithmetic skills.

Ability to work with high volumes of information/data in short time frames.

Ability to interact with co-workers, public officials, and the general public, and to establish and maintain effective working relationships.

**Minimum Qualifications**

**Training:** Graduation from a standard high school or the equivalent.

**9305**  
**PERSONNEL ASSISTANT (cont'd)**

**Minimum Qualifications (cont'd)**

**Experience:** Four (4) years of full-time or equivalent part-time paid clerical experience, two (2) years of which must have been in a support or paraprofessional role in personnel administration.

**Substitution:** Successful full-time study in a related area in an accredited college, university, resident business or vocational school may be substituted through an established formula for the required experience.

**Note:** A valid West Virginia Driver's License may be required.

Established: 10/16/1990

Revised: 12/01/1991; 02/05/1992; 08/03/2018

Effective: 08/03/2018