



HUMAN RESOURCES ASSISTANT Dutchess County Department of Human Resources

Salary Range: \$47,113-\$52,459 (2024 Salary)

This is a provisional position in the Dutchess County Department of Human Resources pending future civil service exam. This is a paraprofessional position in a municipal personnel office working under the general supervision of a higher-level position. The incumbent of this position is required to perform responsible and complex duties requiring a high degree of accuracy. The work involves constant public contact, often dealing with sensitive and complex problems related to personnel functions such as hiring, firing and equal employment opportunities. The position is distinguished from clerical positions in that the incumbent would be expected to learn, apply and answer questions concerning the more routine aspects of the various laws, rules, policies and procedures of a municipal personnel office. Complex decisions requiring in depth analysis of those laws, rules, policies and procedures are left to the professional in charge to answer. Supervision may be exercised over subordinate clerical help.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's Degree and one (1) year of full-time paraprofessional experience in personnel or human resources where the major job function involved maintaining and auditing of personnel records or providing information about personnel policies and programs;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paraprofessional experience in personnel or human resources where the major job function involved maintaining and auditing of personnel records or providing information about personnel policies and programs.

NOTES:

1. Education beyond an Associate's Degree can be substituted for the work experience on a year for year basis.
2. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.
3. Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid driver license to operate a motor vehicle in New York State at time of application and to maintain position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 10/26/2025.

An EEO/AA Employer

Posted: