



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

HUMAN RESOURCES LABOR RELATION ASSISTANT - PROVISIONAL

SALARY: \$51,426 (2025 BASE)

DEPARTMENT: PERSONNEL

LAST FILE DATE: 01/08/2025

DISTINGUISHING FEATURES OF THE CLASS:

The Labor Relation Assistant is a para-professional, who will assist the Personnel Officer perform a wide variety of technical, administrative, or clerical activities in support of the operations of the labor relations program. The position assists in the management and fostering of positive relationships between the county and its employees. This role supports the enforcement of county policy and collective bargaining agreements as well as assisting in the interpretation and application of labor laws, resolving workplace disputes, assisting in and preparing for negotiation of collective bargaining agreements while promoting a collaborative and fair work environment. Work is performed under the direct supervision of the Personnel Officer with some leeway allowed for the exercise of independent judgment.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree or higher from accredited college in Human Resources, Labor Relations, Business Administration, or a related field; Or
- B. Associates degree or sixty (60) college credit hours from accredited college with a major in Human Resources, Labor Relations, Business Administration, or a related field and two years' experience in labor relations, personnel administration or related field.
- C. Graduation from high school and Four (4) years of the experience as outlined above;

Note: Professional certifications in Human Resource Management may substitute required education and experience.

****Provisional Appointment pending successful completion of the civil service examination and being reachable on the list****

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.