



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY^{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

PERSONNEL ASSISTANT (HELP PROGRAM)

SALARY: \$52,969

DEPARTMENT: PERSONNEL

LAST FILE DATE: 9/29/2026

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the administration of personnel functions within the Personnel Office. Incumbents may be assigned to functional areas including Civil Service Administration or Employee Benefits Administration, and are responsible for supporting the day-to-day operations of the assigned area. Employees serve as a point of contact for employees, department heads, and the public, and perform work in accordance with Civil Service Law, local rules, and established policies and procedures. Work is performed under the supervision of higher level staff with general supervision by the Personnel Officer, leeway allowed for the exercise of independent judgment in carrying out assigned duties. Assignments may be interchanged based on operational needs, and employees may be required to perform duties in both functional areas as directed by the Personnel Officer.

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: Either:

A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree or higher and one (1) year of full-time paid experience in human resources, personnel administration, payroll, employee benefits, legal clerical work, or a closely related field involving the application of laws, rules, or policies and the processing of detailed records; or

B. Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid experience in human resources, personnel administration, payroll, employee benefits, legal clerical work, or a closely related field involving the application of laws, rules, or policies and the processing of detailed records.

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

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