

PERSONNEL ASSISTANT IV

ROLE

Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK

Personnel Assistants process and maintain records relating to personnel transactions. Tasks performed center around files, records and reports with some public contact in obtaining or transmitting information.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.