

EDITED KSA LISTING

CLASS: PERSONNEL SERVICES SPECIALIST I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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| | Knowledge of: |
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| K1 | Modern office methods and procedures. |
| K2 | Supplies and equipment such as computer terminals and program calculators. |

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| | Ability to: |
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| A1 | Apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions. |
| A2 | Independently interpret and use reference material. |
| A3 | Give and follow oral and written directions. |
| A4 | Gather data and design and prepare tables and charts. |
| A5 | Advise employees of their rights. |
| A6 | Advise supervisors of alternative action which they may take regarding various transaction situations. |
| A7 | Communicate effectively. |
| A8 | Operate a computer keyboard/terminal. |
| A9 | Use tact and good judgment in dealing with the public and other employees. |
| A10 | Maintain personnel records. |