

**CLASSIFICATION TITLE: Human Resources Clerk**

**Salary Range: 14**

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under general direction performs a wide variety of reception, clerical and secretarial functions; serves as a back-up to all clerical positions in the Human Resources Department.

**DIRECTLY RESPONSIBLE TO:** Human Resources Director

**SUPERVISION OVER:**

None; however, may assign work to temporary staff or students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Customer Service

Maintains an effective communication link between departments and those contacted during the normal course of business; initiates, receives, and routes telephone calls; assists and advises customers; researches customer inquiries; directs customers to appropriate person or department as needed; sorts and distributes mail; mails and/or faxes materials requested to customers; explains office policies and procedures to the public, parents, students, or other staff; acts as receptionist to the County Office administrative office.

Pre-Employment Processing

(moved from below) Provides a variety of information to job applicants, both orally and in writing, including questions regarding employment opportunities; receives employment applications in both hard copy and electronically and reviews for completeness; assists applicants with all required documents to become a substitute; provides information and assistance to individuals in compiling credential applications; may prepare interview packets; assists with administering all types of examinations including oral, written, and performance tests; assists with the coordination of interviews;

Office/Administrative Support

Using a computer, creates and edits, formats, updates, correspondence including letters, memos, certificates, flyers, bulletins, forms and other documents, administers the Para-Professional examination and corrects and calculates; acts as information source regarding policies and procedures to employees and the public; responds to employee requests for information, both orally and in writing; assists with the development and coordination of employment procedures; assists injured employees in completing appropriate paperwork; creates purchase order requisitions; responds to inquiries from employees and substitutes; researches and troubleshoots problems within the absence tracking system, works as a team member of the Human Resources department and serves as a back-up to other positions within the department during periods of peak workload or times when short staffed.

Responsible for scheduling and maintaining calendars, appointments and meetings for administrator/staff as necessary; assists with the coordination and organization of conferences, workshops, in-services or meetings including coordinating calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed; arranges for maintenance/repair of site equipment/building as directed; attends meetings as required; operates standard office equipment.

Record Keeping

Responsible for assisting with the maintenance of office filing and record keeping systems using both manual and computer database systems, including the storage of documents in Laserfiche; initiates and completes forms which may include, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related forms; collects monies from substitutes and applicants of the Para-Professional Exam to forward to business services; assists administrator in performing other record keeping functions as required.

Purchasing

Purchases, distributes, and maintains department and breakroom supplies; purchases, distributes, and maintains department form supplies; creates purchase order requisitions and prepayments; searches for products requested by department staff and researches the best price.

Special Projects

Provides assistance with special projects as needed.

**MINIMUM QUALIFICATIONS**

Education, Training and Experience:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates the ability to perform the duties as described. Bi-lingual skills desirable.

Knowledge of:

Standard clerical procedures and office operations; English grammar, punctuation, and spelling; business formatting of documents; basic research techniques; computer and database use; standard types of office filing systems; proper telephone etiquette; basic arithmetic functions.

Skill and Ability to:

Operate standard office equipment including computer, copier, typewriter, and calculator, etc.; accurately prepare, create, edit and design memos, reports, letters, forms and other documents; utilize computer equipment at a level which allows for the maintenance of a complex database and management information system; communicate effectively both in oral and written form; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; work independently; maintain the confidentiality and security of sensitive information and files; deal effectively with students, parents, staff, and the general public.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.