



Date Adopted:	1/5/10
Range:	9
Classified:	CSEA

## Job Description

## HUMAN RESOURCES CLERK

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### **BASIC FUNCTION**

Under general supervision, perform a variety of technical and complex clerical tasks, including typing, filing, telephoning and record keeping, directly related to the Human Resources/Employee Relations Division.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Perform complex and technical clerical work involving a review and audit of a variety of human resources materials requiring a familiarity with policies, practices, and procedures.
- Process and file data from a variety of information sources.
- Devise forms to compile and abstract data and determine report formatting.
- Answer questions relating to the responsibilities of the Human Resources/Employee Relations Division.
- Establish and maintain personnel and other classification files, and processing of documents.
- Organize and coordinate the preparation of documents and records; which may include personnel files, forms, interview folders, questionnaires, requisitions, correspondence, and a variety of other material.
- Prepare indices and cross-reference files.
- Initiate and receive telephone contacts regarding and pertaining to information obtainable only from the Human Resources/Employee Relations Division.
- Input and extract data from an automated information management, storage, and retrieval system.
- Assist with employee fingerprint clearance procedures and the tracking of submissions.
- Maintain the District's badge computer system and the issuing of employee and volunteer ID badges.
- Serves as backup and support for Human Resources Technicians.
- Proctor pre-employment testing.
- Assist with the processing of volunteers and new hires within the District.
- Process and track tuberculosis tests results and updates.
- Deliver and pickup documents, brochures and other items to/from the District print shop.
- Assist in the update of employee handbooks.
- Assist in the performance of receptionist duties and mail distribution for the Human Resources/Employee Relations Division.
- Other related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

1. Modern office methods and equipment, computers and application software.
2. Receptionist and telephone techniques, correspondence and report writing.
3. Correct English usage, grammar, spelling, and punctuation.
4. Basic methods and techniques of organization and planning.
5. Operational procedures and guidelines pertaining to personnel management functions and activities.

### ***Ability to:***

1. Perform varied and complex human resources clerical work.
2. Organize and prioritize assignments and follow through independently.
3. Meet deadlines and adapt to changing needs.
4. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports.
5. Type or keyboard at a net corrected speed of 40 words per minute.
6. Make mathematical calculations with speed and accuracy.
7. Understand and carry out oral and written directions.
8. Communicate effectively both orally and in written form in a clear and concise manner.
9. Establish and maintain cooperative and effective working relationships.
10. Work with discretion and in confidence.

## **EXPERIENCE**

One year of clerical experience is required. Experience in an educational organization is preferred.

## **EDUCATION**

High school graduation or equivalent is required.

## **LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Successful completion of the District's basic skills test. Current (within 1 year) evidence of the ability to type 40 net wpm. Possession of a valid California Drivers' License and proof of insurance are required.

## **WORKING CONDITIONS**

### ***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be an indoor office work environment.

### ***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment necessary to perform job functions.
- Stand and walk.
- Bend at the waist, kneel, or crouch.

Sit or stand for extended periods of time.

Climb a step stool/ladder and reach above shoulders.

***Hazards:***

Contact with abusive or dissatisfied individuals is possible.