

**Job Title:     HUMAN RESOURCES CLERK I**

**Definition:**

Under the general supervision of the Assistant Superintendent, Human Resources, and under the direction of the Administrative Secretary III, Human Resources, performs a variety of clerical duties related to the human resources function of the District.

**Distinguishing Characteristics:**

This classification is distinguished from other positions in this class in that the incumbent assists in the performance of a variety of activities related to the human resources function of the District.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Human Resources Receptionist which includes assisting customers.
2. Assists the switchboard operator in the main lobby.
3. May assist with data input verification for all HRS input.
4. Prepares/types board letters and may prepare Human Resources Board Agenda items.
5. Assists in the maintenance of up-to-date records and reports in HRS.
6. Maintains employee TB and blood-borne pathogens records.
7. Prepares employment verifications.
8. Assists in the preparation of reports and notices as directed.
9. Type letters, memorandums, reports, and materials from copy or rough draft.
10. Performs general clerical assistance to the office including, but not limited to, answering inquiries over the telephone, typing, copying and mailings.
11. Revises and updates policies and regulations.
12. Assists in maintaining files and personnel records.
13. May assist with maintaining and operating sub-funder system and related responsibilities.
14. Updating of personnel index files.
15. Assists in fingerprint processing.
16. May assist in taking pictures and issuing staff badges.
17. May prepare service requisitions and purchase requisitions.
18. Prepares employee evaluations monthly.
19. Assists in verifying employment applications for accuracy.
20. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office practices, typing, filing, business correspondence and computers

**Skill and Ability to:**

- Understand and interpret oral and written directions and instructions
- Compile and analyze information
- Keyboard neatly and accurately at least 35 wpm on a five-minute test.

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- Establish and maintain cooperative working relationships with others and uses good judgment in contacts with the public
- Maintain professional confidentiality

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and two years of responsible clerical experience.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp/ manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking			X
Bending (neck)	X		
Bending (waist)	X		
Kneeling		X	
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)			X
Climbing	X		
Pushing/Pulling	X		

		<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)		Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X				X		
11 – 25 lbs.	X				X		
26 – 50 lbs.	X				X		
51 – 75 lbs.	X				X		

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<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions		X	
Supervise	X		
Interpret Data		X	
Organize	X		
Write			X
Plan	X		
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		
Radio	X		