



REVISED: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	CLERK PERSONNEL SERVICES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8713
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized HR clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of the laws and regulations controlling the employing department and with HR departmental functions, policies, and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Types and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records

Has unrestricted daily access to confidential non-public, information and material

Receives, classifies, and routes incoming mail

Establishes and maintains files; retrieves information; prepares invoices and cross-references

Operates standard office equipment and machines including computers, typewriter, adding machine, calculator, copier, and other office machines

Conducts research of records for information relating as needed

Makes accurate and complete job postings, maintaining complex departmental records and establishes and maintains files and filing systems in accordance with HR policies and procedures

Makes accurate job offers and schedules contract signings in collaboration with other Human Resources departments

Checks, analyzes, and classifies materials

Transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Answers human resources inquiries in person and in written reports or correspondence, or may interview persons regarding problems or complaints

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions in human resources

Type/transcription skills, ability to operate office equipment accurately and efficiently

Successful experience with computer software, word processing, and file management functions
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Associate Degree in business or related field
Experience in a diverse workplace