

HUMAN RESOURCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs entry level routine clerical work involving a variety of human resource and civil service functions. Considerable contact with the public and employees is required in carrying out the assignments and responsibilities of this position. Work is performed under the direct supervision of the Director of Human Resources with leeway allowed for the exercise of independent judgment in assigned matters for which office procedure and policy have been established. Supervision of others is not usually a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides information to the general public, employees and others regarding various civil service and personnel issues;

Maintains a variety of personnel records including personnel files, paid leave time records, etc;

Performs general office duties such as answering telephones, word processing, faxing and photocopying.

Opens and processes incoming mail;

Types routine letters, memoranda, job specifications, records, etc.;

Assists in reviewing applications for examinations against adopted minimum qualifications and accepts applications;

Assists in the maintenance of civil service records including canvasses, certifications, roster cards, reports of personnel change, exam requests, exam notices, exam lists, etc.;

Assists in processing employees and related paperwork for new hires and other changes in employment status;

Monitors civil service written and performance examinations;

Accepts and updates applications for employment;

Assists in job recruitment activities such as annual job fair;

May be assigned to take notes of meetings and type minutes as assigned;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of basic clerical procedures; Working

knowledge of personnel transactions; Good knowledge of the benefits provided to employees including related paperwork and procedures; Good knowledge of office terminology, procedure and equipment; Good knowledge of business arithmetic and English; Ability to meet and deal effectively with people and to secure their cooperation and confidence; Ability to communicate effectively both orally and in writing; Awareness of the importance of confidentiality in dealing with personnel matters and ability to maintain such confidentiality; Initiative; Sound judgment; Courtesy; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of general clerical or office experience and one (1) year of public contact.

NOTE: Post high school educational training in Business, Secretarial Science or related field may be substituted for general clerical experience on a year for year basis but not to exceed one year.