

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Human Resources Clerk

DEPARTMENT: Human Resources

POSITION SUMMARY: Under the general direction of the Director of Human Resources and Employee Relations and the supervision of the Associate Superintendent of Human Resources, or his/her designee, performs a variety of clerical duties related to certificated and classified personnel. This position has been designated as a confidential position per SB 160 – "...(c) "Confidential Employee" means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer's employer-employee relations."

ESSENTIAL FUNCTIONS:

1. Answers phones, screens visitors, makes appointments and responds to inquiries, both in person and via electronic communication devices from employees, applicants, and the public regarding employment procedures and job vacancies.
2. Assists with recruitment, selection and employment activities for certificated and classified employees by typing correspondence, preparing packets, processing applications, preparing screenings, and organizing and scheduling interviews using paper and electronic media.
3. Prepares letters, memoranda, reports, handbooks, questionnaires, handbooks, forms and job bulletins from marginal notes, rough drafts or verbal instructions.
4. Uses computer terminal to input data, maintains files and operates standard office machines.
5. Performs a variety of specialized clerical duties including typing, word processing, proofreading, filing, checking and posting information to records.
6. Assists in posting and advertising certificated and classified vacancies in a variety of media.
7. Assists with maintaining applicant files.
8. Assists with filing and maintenance of certificated and classified employee records.
9. Serves as department receptionist.
10. Serves as a back-up for other Human Resources staff on an as-needed basis.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High School diploma or equivalent required. One year of business college or one year of responsible clerical work in the educational field preferred. Must pass required district testing.

SKILLS AND QUALIFICATIONS:

1. Ability to type at a speed of 45 words per minute from clear copy.
2. Knowledge of basic computer skills.
3. Ability to operate standard office equipment.
4. Ability to communicate effectively, orally and in writing.
5. Strong interpersonal skills.

6. Ability to establish and maintain cooperative and effective working relationships with District staff and the public.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data in a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.

SALARY: Classified Confidential, Range 7

DAYS OF SERVICE: 230

Board Approved: TUSD 03/27/01

REVISED: TUSD 9/08/09

REVISED: TUSD 9/8/15

REVISED: TUSD 11./10/2015