



BRIEF DESCRIPTION OF POSITION:

Under the direction and supervision of the Assistant Superintendent of Human Resources and/or Director of Human Resources, the human resources (HR) clerk is responsible for assisting the human resources department with employee hiring, and clerical duties.

STATEMENT OF ESSENTIAL DUTIES:

- A. Maintains human resources records and documentation.
- B. Creates and distributes human resources procedures.
- C. Completes data entry tasks, and answers human resources phone calls and emails.
- D. Responsible for daily clerical tasks of the human resources department including filing, faxing, copying, and organizing departmental files.
- E. Works directly with other employees, setting-up interviews for prospective employees.
- F. Gathers, organizes and files paperwork for employees' records.
- G. Assists with general human resources clerical duties, such as creating personnel files and processing applications.
- H. Assists with projects, such as; Human Resources events, benefits open enrollment, employee communications and district-wide meetings.
- I. Answers employee questions regarding forms and procedures as needed.
- J. Manages and operates the District's absence management system; secures substitutes.
- K. Any/All other duties/responsibilities as delegated/directed by appropriate authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Verbal and written communications skills.

Ability to:

- Understand and follow verbal and written directions.
- Work cooperatively with others.
- Establish and maintain effective working relationships with others.
- Meet schedules and time-lines.
- Maintain records and prepare reports.
- Complete assignments with many interruptions.
- Perform clerical work related to assigned area with speed and accuracy.
- Communicate effectively with staff, students and the general public.
- Operate various office equipment, including computer terminal, duplicating machine.
- Learn to interpret and explain rules, regulations, policies and procedures.

REQUIREMENTS:

WORK YEAR: 12 Months/8 Hours

EDUCATION: A minimum of a high school diploma

EXPERIENCE: One to three years of experience in a clerical environment. Previous experience in human resources is desirable.

OTHER: Pass District clerical test.

Excellent verbal and written communication skills are required, as are good interpersonal and multitasking skills.

SALARY: Classified Confidential: Human Resources Clerk

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance