



## JOB DESCRIPTION

**Position Code:** 914  
**Classified Group:** CSEA  
**Salary Range:** 24  
**Work Calendar:** 001  
Page 1 of 2

**POSITION TITLE:** Senior Personnel Clerk

**DEFINITION:** Under direction, performs clerical and technical tasks in support of certificated and classified personnel of the district in accordance with policies and procedures; may be assigned specific areas to assist in the support of overall district human resource functions.

**DIRECTLY RESPONSIBLE TO:** Director, Human Resources

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Processes, verifies, and maintains personnel related data within the employee database for assigned areas of responsibility.
2. Examine personnel records to respond to inquiries and provide information for personnel actions.
3. Prepares and processes identification badge requests for district staff and maintains records within applicable software.
4. Schedules and administers pre-employment proficiency tests and reviews scoring to assess if minimum requirements have been met as detailed within job classification descriptions.
5. Processes departmental orders of materials, supplies and services, distributes and inventories deliveries of orders received.
6. Greets visitors, staff, and the public and responds to general questions related to departmental activities.
7. Maintains an inventory of materials for handouts related to departmental activities and staff.
8. Answers phone calls and directs inquires to appropriate parties or takes messages.
9. May respond to authorized requests to verify employment of existing and previous staff.
10. May be assigned the primary contact to oversee and maintain CA Department of Justice (DOJ) fingerprint clearance and subsequent notifications system.
11. May act as a Live Scan agent of the district to process CA DOJ fingerprint requests for newly hired staff, volunteers, or other applicants with the district.
12. May coordinate with Health Services to process and record immunization verifications and tuberculosis risk assessment paperwork for district staff.
13. Generates reports to notify staff of expiring immunizations.
14. May be assigned technical support of employee self-service portal and maintain accurate data and user ID accounts.
15. May respond to CA EDD unemployment requests/correspondence.
16. May serve as point-of-contact for classified substitute requests.
17. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Clerical experience involving public contact, preferably in a personnel office working with the processing and selection of employees.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of modern office practices and procedures including filing systems
- Knowledge of English usage, spelling, grammar, punctuation, and composition
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to type at a speed of not less than 50 WPM
- Ability to understand and follow verbal and written instructions with a minimum of direction
- Ability to effectively work with all levels of district staff and the public
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the public
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff, and the community
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including sitting or remaining sitting or in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Transport files and other objects weighing up to 20 pounds

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 4/9/1974  
Revised: 11/25/1980  
Revised: 10/27/1981  
Revised: 8/11/2021