



Human Resources Clerk

Revision Date:

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, administrative duties, and clerical duties.

MAJOR DUTIES AND RESPONSIBILITIES

Essential Job Duties

- Maintaining human resources records and documentation
- Creating and distributing human resources procedures
- Completing data entry tasks, and answering human resources phone calls and emails. Responsible for daily administrative tasks of the human resources department including filing, faxing, copying, and organizing departmental files.
- Works directly with other employees, setting up interviews for prospective employees, conducting phone screenings, and performing other administrative duties.
- Gather, organize and file paperwork for employees' records.
- Assist with general human resources clerical duties, such as creating personnel files and processing applications.
- Assist in projects, such as; HR events, benefits open enrollment, employee communications and company-wide meetings.
- Answer employee questions regarding forms and procedures and refer to HR Assistant and/or Analysis as needed
- Other duties as assigned

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.
- Special Education laws; school organization, operations and policies.

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.
- Type at 40 words net per minute from clear copy.
- 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:

Previous experience in human resources is preferred. Excellent oral and written communication skills are required, as are good interpersonal and multitasking skills. Pass District clerical test and type at 40 words per minute net

WORK YEAR: 12 Month

CREDENTIAL: N/A

EDUCATION: A minimum of a high school diploma and

EXPERIENCE: One to three years of experience in a clerical environment

OTHER:

LICENSE: N/A

SALARY: \$14.66 to \$17.02 per hour

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