

Job Title: CLERK, HUMAN RESOURCES
Reports to: Chief Human Resources Officer
Dept./School: Human Resources
Wages/Hour Status: Non-exempt
Date Revised: July 24, 2023

Primary Purpose

Under minimal supervision, respond to inquiries from staff, parents, and the public; provide requested information and/or referral to the appropriate parties; and provide general clerical support for the efficient operation of the Human Resources office. Assists and supports Human Resources operations as needed.

QUALIFICATIONS

Education/Certification:

High school diploma or GED

Special Knowledge/Skills

Basic knowledge of generally accepted Human Resources practices

Proficient typing/word processing (35 WPM), data entry and file maintenance skills

Ability to use personal computer and software to maintain spreadsheets, databases and do word processing

Ability to operate multi-line phone system

Effective public relations, organization, communication, and interpersonal skills

Ability to speak, read, and understand English and Spanish

Ability to read and comprehend instructions

Ability to facilitate discussions with individuals via face to face, telephone or email communication

Strong organization skills

Ability to provide assistance with administrative and creative projects

Experience

One to two years clerical and file maintenance experience

MAJOR RESPONSIBILITIES AND DUTIES

Human Resources Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet visitors (e.g. public, staff, substitutes, etc.), respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies, provide standard information related to Human Resources and general information.
3. Promote good public relations through telephone courtesy.
4. Reset and provide employee/staff login credentials through Employee Skyward Contact Access.
5. Assist the public or staff with information concerning position vacancies, completing the District application including typing test and scanning documents.

Other

6. Assist HR personnel as directed.
7. Assist with preparing and distributing position select and non-select letters.

8. Assist with preparing and distributing or posting job vacancy announcements and advertisements.
9. Process Para-Professional new hire and reassignment folders.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Compose correspondence letters as necessary.
12. Assist with Retirees reception, etc.
13. Maintain confidentiality of information.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

EQUIPMENT USED

Standard office equipment including personal computer and peripherals; multi-line phone system, computer, printer, copier, fax machine, calculator and shredder.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Reception desk in the administrative/HR office.

Work with frequent interruptions, continuous sitting; maintain emotional control under stress, repetitive hand motions, prolonged use of computer, and occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____