

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Human Resources Clerk

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To provide a variety of responsible clerical support including typing, filing, telephoning, and record-keeping for the human resource office. Employees in this classification receive general supervision within a framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to detail, discretion, good communication skills, and sound judgment.

SUPERVISOR: Assistant Superintendent of Human Resources

TYPICAL DUTIES:

- Performs a variety of clerical support functions for human resource office
- Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft
- Serves as receptionist, receiving visitors, and answering telephone
- Assists with maintaining and updating personnel files and records including computer data files
- Assists with accepting applications for employment
- Prepares and distributes position advertisements and announcements in and out of District
- Assists with compiling necessary interview materials, notifying applicants, and explaining interviewing procedure
- Assists with scoring and processing classified testing results
- Provides information and assistance to job applicants and employees regarding vacancies
- Assists with maintaining job description books
- Orders forms and supplies for the department as needed
- Copies, collates, and distributes materials as needed for the department
- Assists with processing and recording fingerprints of all employees and volunteers
- Assists with employee health benefit program
- Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, and telephone technique

Proper English usage, grammar, spelling, vocabulary, and punctuation

Relevant State and Federal laws, regulations and procedures

Ability to:

Operate standard office equipment including a computer, printer, typewriter, copier, and calculator

Effectively utilize computer and computer technology for information management and data gathering

Use computerized human resource management information systems

Type accurately at a rate of 50 words a minute from clear copy

Maintain the confidentiality and security of sensitive information and files

Apply good judgment in recognizing the scope of authority as delegated

Communicate tactfully and effectively in both oral and written forms

Plan, organize, and prioritize assigned workload and to meet established timelines

Provide, with assistance, human resource procedures to employees and applicants

Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

High school diploma

EXPERIENCE:

Two years of experience in office support

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion,

ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment

Adopted: June 20, 2001