



City of Woodland

HUMAN RESOURCES CLERK

DEFINITION

To perform a variety of highly responsible confidential clerical and administrative duties for the Human Resources Department.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Human Resources Manager.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS.

Perform a variety of highly responsible confidential clerical and administrative duties for the Human Resources Department such as: providing excellent customer services; answering telephone and in-person inquiries from staff and public; responding to inquiries of a complex and technical nature requiring personal discretion and some familiarity with the subject matter; photocopying; proofreading; and operate a personal computer to perform word processing, data entry, spreadsheet, and specialized applications. Initiate and maintain a variety of confidential personnel files and records. Ensure the timely and accurate billing of various personnel benefits. Process Personnel Action Forms, benefit changes and related payroll information. Assist as information support for employee benefit programs to include gathering data and reviewing benefit policy revisions to resolve eligibility, coverage and pay provisions. Maintain, update and process a wide variety of City and Department forms and reports. Order office supplies as needed. Codes departmental invoices. Researches and collects data from other agencies for salary and benefit comparisons. Responds to requests for information from other agencies, including salary surveys. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist in the preparation and implementation of personnel recruitment and examination material including job announcements, advertisements, skills tests and other assessment instruments. Evaluate and make recommendations on improving office procedures. Promote and maintain safety in the work place. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Proper spelling, grammar, punctuation, and business correspondence format. Office operations and procedures. Basic mathematics. Operation and programs of a personal computer.

Skill to:

Perform responsible and complex administrative work involving the use of independent judgment and personal initiative. Work independently with little supervision and exercise initiative and sound judgment. Interpret and apply administrative and departmental policies, rules, and regulations. Efficiently operate a personal computer. Communicate clearly and concisely, both orally and in writing. Compile and maintain confidential and complex records, files, statistical and financial reports. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience

Education:

High School diploma or equivalent.

Experience:

Two years of increasingly responsible clerical experience, preferably including one year experience comparable to that of Administrative Clerk II with the City of Woodland.

License:

Required upon hire, possession of a valid California Driver's License.

Council Action: July 5, 2005