

INGHAM COUNTY JOB DESCRIPTION HUMAN RESOURCES CLERK

General Summary:

Under the supervision of the Human Resources Director, provides information to the general public on County employment policies and procedures. Prepares and maintains records, entering applicant information and preparing reports. Schedules interviews and testing appointments, and maintains updated listing of position summaries. Serves as Departmental Web Master performing all the related activities.

Essential Functions:

1. Inputs applicant information into database, and prepares reports and utilization studies. Prepares and maintains records ensuring proper assignment of applicants for current open positions. Prepares statistical reports.
2. Greets, screens, and provides information to the general public by telephone, letter, or direct contact on County employment policies and procedures. Prepares and sends copies of applications, resumes, transcripts and other relevant credentials of applicants who are being referred to the appropriate department representatives.
3. Maintains confidential employee files and various other records and reports. Schedules interview and testing appointments with applicants.
4. Prepares correspondence to new hires regarding Orientation, TB test, physical examination and other employment matters.
5. Maintains periodic updates to Human Resources website both in the internet and intranet using current web programming software.
6. Prepares the layout of bi-weekly Jobs Vacancy posting, delivers the same electronically. Updates the Job Opportunities page of the Human Resources website bi-weekly or as necessary.
7. Responds to trouble calls regarding Human Resources website and resolve the problem or makes service requests to MIS.
8. Maintains and updates job description database.
9. Provides clerical support to the Human Resources Director and Employment Specialist, including preparing correspondence, departmental reports, tables, graphs and other special projects.

12. Sets-up and maintains filing system, including indexing, retrieving and reorganizing files. Processes Personnel Action Request (PAR) forms and personnel records. Maintains position and application filing.
13. Administers clerical testing, and assists with correcting word processing tests as required.
14. Processes out-going mail daily. Receives, copies, and distributes courier and in-coming mail. Serves as key operator or back-up operator for the copy machine.
15. Provides general clerical support including preparing print orders, workshop materials, advertisements for newspapers and other publications, and processes information for the temporary roster, Sheriff's roster, Youth Center sub-list, or Work Study Program.
16. Receives and screens visitors and calls, responding to and routing calls from employees and inquiries from the public.
17. Updates and maintains documentation of Labor Contracts both in the Human Resources website and database.
18. Assemble interview packets for interview panel members; schedule interviews and place calls to applicant references as assigned.
19. Provide forms and documents upon request, such as employment applications, etc.
20. Assists in the preparation of documents such as job descriptions, labor contracts, etc.
21. Provides software technical assistance to other Human Resources staff, as needed.
22. Prepares Temporary New Hire packets, ensures all forms in the packet are complete.
23. Administers the Temporary Clerical Roster testing.
24. Provides back-up support to Administrative Secretary as necessary.

Other Functions

Performs other tasks as assigned.

An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.

Employment Qualifications

Education: High school graduation or equivalent, preferably with some technical training in business or clerical related field.

Experience: One year of clerical experience which included data entry, word processing and public interaction.

Other Requirements: Extensive Microsoft Office products and Web software knowledge is preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files. Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

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