



HUMAN RESOURCES CLERK

DEFINITION AND PURPOSE: Under the general direction of the Administrative Services Manager, the Human Resources Clerk performs a wide variety of responsible secretarial and administrative support for the District. Individuals in this position must keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs a variety of duties in employment process to include posting and advertising openings, processing applications, setting up interviews, conducting background and reference checks, fingerprinting and medical screenings
- Performs a variety of office assignments including filing, typing, data entry, document preparation, updating records and creating spreadsheets using computer software, (Word, Excel). Also operates a variety of office equipment
- Assists in updating Procedures Manual, Employee Handbook and Standard Operational Procedures Manual
- Develops and maintains job descriptions
- Maintains a variety of confidential records and files
- Coordinates safety committee, staff safety education and training
- Assists with District benefit packages

NON-ESSENTIAL JOB FUNCTIONS:

- Conducts compensation surveys as needed
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs, preferably on PC based systems; typing at minimum 45 W.P.M.; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college and a minimum of one-year responsible experience, or a minimum of two years responsible experience performing the functions of office support operations, preferably in management of human resources.

LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.



WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and occasionally in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours and holiday shifts. Split shifts may be required.

COMPENSATION: Regularly scheduled part-time non-union confidential position.

Wage rate range

\$16.69 - \$22.33

Auburn Area Recreation and Park District is an Equal Opportunity Employer.