

City of Lake City, FL

Classification Description

Classification Title: HUMAN RESOURCE CLERK
Department: HUMAN RESOURCES

Pay Grade: ~~6~~ 1
FLSA Status: Non-Exempt

General Description

Specialized clerical, professional work in Human Resources involving public contact responsibilities in the Human Resources Administration area. This position would be responsible for assisting the Human Resources Department through administrative and clerical work. Work is performed under the direct supervision of the Human Resources Director.

Nature of Work

ESSENTIAL JOB FUNCTIONS

- Prepares and maintains employee records assuring compliance with federal, state and local programs by assisting with proper maintenance of employee personnel files.
- Updates data in the computer to ensure accurate and timely processing of employee information.
- Responsible for daily administrative tasks including but not limited to filing, faxing, copying and organizing departmental files.
- Guards confidentiality of all personnel records.
- Accesses, inputs and retrieves information from a computer.
- Assists in the recruitment effort for all personnel including, assisting in advertising for positions, conducting background and reference checks, and processing appropriate paper work.
- Participates in developing department goals, objectives, and systems.
- Assists in processing all new employees.
- Assists with conducting employee orientation.
- Assists with prospective job candidates.
- Assists with coordinating employee activities and recognition programs
- Communicates to employees on various Human Resource policies, procedures and laws.
- Generates routine and special reports, provides data for special projects and provides information

to Director as requested.

- Performs other related duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Knowledge, Skills and Abilities:

- Knowledge and understanding of human resource applications.
- Knowledge of City policies, ordinances and labor contracts.
- Knowledge of modern office procedures and practices.
- Ability to implement human resources procedures.
- Skill in using a calculator, computer, printer and photocopier.
- Possess excellent verbal and written communication skills.
- Ability to work in a fast paced environment.
- Possess strong interpersonal skills.
- Ability to work independent as well as in a team environment.
- Ability to communicate orally
- Ability to access file cabinets for filing and retrieval of data
- Ability to access, input and retrieve information from a computer

Minimum Qualifications:

High school graduation or possession of an acceptable equivalency diploma (GED) and three (3) years in a clerical environment experience required. Experience in Human Resources is preferred. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to sit at a desk and view a display screen for extended periods of time

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature