

**HUMAN RESOURCES CLERK  
ADMINISTRATIVE CLERK I  
RANGE 17 (Non-exempt)**

**JOB SUMMARY:** The Human Resources Clerk must be outcome-oriented and possess excellent customer service skills. The Clerk must be able to work in a fast paced environment with a strong attention to detail. This is a part-time position working Monday through Friday, approximately 20 hours/week. This position reports to the Human Resources Administrator.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to juggle multiple projects with superb accuracy.
- Strong administrative skills.
- Exceptional customer service skills, over the phone and in person, with our citizens and internal departments.
- Responsible for maintaining paper and electronic filing systems.
- Perform general office duties such as typing, flow of correspondence, filing, etc...

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Respond to staff requests for administrative support as needed.
- Extremely organized with strong multi-tasking and time-management skills.
- Demonstrate professionalism at all times.
- Perform other related duties as requested.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- High School diploma or GED required.
- Previous HR Support experience needed, including knowledge of HRIS systems
- Demonstrated administrative experience with increased responsibilities preferred.
- Must be computer savvy and proficient in Microsoft Excel and Outlook
- Excellent written and verbal communication skills