

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 130**

**HUMAN RESOURCES CLERK**

**GENERAL**

Specialized work involving advanced clerical and technical duties in the Human Resources Department. Work is performed under general supervision under the direction of the Human Resources Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Answers questions from prospective job applicants regarding current openings, job requirements, testing dates, procedures, and other employment related matters.
- Receives and reviews many varied personnel forms to insure accuracy and completeness.
- Maintains a work email account using Microsoft Outlook.
- Serves as a back-up for the HR Department doing the following duties: setting up interviews and other pre-employment related appointments, processing new hires, badge distribution, time keeper, mail distribution, and receptionist.
- Sets up interviews and other pre-employment related appointments. Maintains master personnel files by posting salaries, personal data, employee status changes and other necessary data.
- Sets up/enrolls new hires into ExecuTime.
- Types employment verification letters using Microsoft Word.
- Writes memos and letters to job applicants advising them on various recruiting examinations and processing information.
- May assist with examination administration and scheduling.
- Answers public inquiries regarding employment verifications, employment opportunities, salary schedules, etc.
- Uses Microsoft Excel to track tuition reimbursements and training records.
- Approves tuition reimbursement requests, contacts various local universities and community colleges for information, catalogs and state university rates; updates application form when necessary.
- Communicates Human Resources policies, Code of Ordinances, and bargaining agreements to employees and applicants.
- Checks the accuracy of and inputs employee evaluations and all other essential employee information into NaviLine.
- Enters all necessary employee data into computer terminal.
- Performs other clerical work for the department, sets up and maintains files, processes purchase HR department requisitions, etc.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of advanced clerical office practices and procedures.
- Knowledge of and skilled in the use of current desktop publishing applications.
- Knowledge of human resources practices and procedures.

- Knowledge of employment laws.
- Knowledge of communicating with business and political professionals both orally and in writing.
- Knowledge of ExecuTime, ShoreTel, and NaviLine preferred; NEOGOV is a plus.
- Skill in using MS Word, Excel, and Outlook; PowerPoint is a plus.
- Skill in showing excellent customer service.
- Ability to learn new software applications as needed.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain and secure confidential information.
- Ability to work with other employees and the public in a tactful, diplomatic manner.
- Ability to perform with little direct supervision.
- Ability to think clearly and use proper judgment.
- Ability to organize, prioritize, and multitask in a busy environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by advanced clerical courses. Two years experience in, and knowledge of, principles and practices of Human Resources Administration. College courses in Human Resources Administration or a closely related field is desired.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing and pulling. Must be able to sit for long periods of time while using a computer.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev.** 12/15

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Classification:** 18/50

**Location:** Human Resources Department

**GERS:** Regular Class

