

**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.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Answers questions from prospective job applicants regarding current openings, job requirements, testing dates and procedures and other employment related matters.

Receives and reviews many varied personnel forms to insure accuracy and completeness. 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.

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. Communicates Human Resources policies, Code of Ordinances, bargaining agreements to employees and applicants.

Enters all necessary employee data into computer terminal.

Performs other clerical work for the department, distributes mail, sets up and maintains files, processes purchase HR department requisitions, etc.

Develops budget year calendar consisting of pay periods and holidays.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of advanced clerical office practices and procedures. Knowledge of human resources practices and procedures. Knowledge of and skilled in the use of current desktop publishing applications. Basic knowledge of employment laws. Ability to learn new software applications as need. Ability to communicate effectively both orally and in writing. Ability to maintain confidential information. Ability to meet the public in a mature, pleasant manner. 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.

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 items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

Rev. 07.02

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