



*LEARNING WITHOUT LIMITS!*

Jurupa Unified School District

## **HUMAN RESOURCES CLERK**

### **DEFINITION**

Under immediate supervision to do routine clerical work in the Human Resources Office including typing and office reception; and related work as assigned. This is an entry level position involving heavy volume of typing. Clerical aptitude, accuracy, a pleasant personality, and willingness to work and learn, are more important than particular experience. This position is differentiated from the position of School Clerk and Clerk-Typist in that it is assigned to the Human Resources Office and works with materials of a confidential nature including personnel files and records as well as materials related to collective bargaining.

### **ESSENTIAL JOB FUNCTIONS**

- Types reports, letters and other materials from rough draft or general instructions.
- Assists in the gathering, typing and assembling of confidential reports, letters and memos related to collective bargaining.
- Assists in the maintenance of personnel records and files.
- Distributes mail.
- Makes accurate arithmetical calculations.
- Operates standard office equipment.
- Receives the public and provides routine information.
- Receives heavy volume of telephone calls and personal contacts from employees and the public.

### **OTHER JOB FUNCTIONS**

- Performs other clerical duties as may be assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Proper English, grammar, vocabulary and arithmetic.
- Office methods, procedures, terms, and equipment.

#### **Ability to:**

- Spell correctly, use good English, and make simple arithmetic computations.
- Follow oral and written directions.
- File and alphabetize with speed and accuracy.
- Post and check records with speed and accuracy.
- Establish and maintain effective relationships with administrators, other employees and the public.

## **HUMAN RESOURCES CLERK (Continued)**

### Ability to:

- Deal effectively with multiple and concurrent job demands.
- Operate standard office equipment properly and efficiently.
- Maintain regular attendance.
- Read and comprehend handwritten or typed documents.
- Concentrate on current task in spite of distractions in an active, busy environment.

### Skills:

Typing: 40 words per minute

### Experience

One year work experience in clerical or general office work, involving typing, filing and records work.

### Education

Equivalent to graduation from high school, preferably including typing, and office procedure coursework.

### Personal Qualities

Adaptability and willingness to learn the operation of new systems; a high level of clerical aptitude; good judgment, flexibility, confidentiality, and poise.

Human Resources

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