

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES CLERICAL ASSISTANT

SUMMARY DESCRIPTION

Under the direction of the Vice President for Human Resources, provide specialized clerical support requiring a broad knowledge of Human Resources; provide a wide variety of reference and resource information related to Human Resources.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, schedule and perform a wide variety of specialized clerical support duties related to Human Resources.
2. Prioritize and coordinate office activities; develop schedules to assure time lines are met.
3. Coordinate communications, prepare and disseminate information; provide applicable reference and resource information.
4. Assist in preparation of documents or data concerning employee grievances or containing information about the employer's bargaining position, negotiating strategy or proposals.
5. Compile and tabulate statistical data; compile various other information from multiple sources and prepare appropriate forms, schedules, and reports including State and federally mandated reports; verify accuracy, completeness and compliance to rules, procedures, regulations, policies and other mandates.
6. Establish and maintain filing systems on a variety of subjects; assemble, post and file data in specialized records.
7. Type a wide variety of materials from various rough drafts or oral instructions; compose correspondence and memos; review documents for accuracy, completeness and conformance to established procedures and standards; distributed as appropriate.
8. Initiate and receive communication from District departments and personnel, community, and State agencies and organizations, public schools and vendors as required; refer complaints and issues to appropriate personnel according to established guidelines.
9. Receive, open and distribute mail.
10. Operate a variety of computer terminals, utilizing a wide variety of related software as assigned; operate a variety of office machines and equipment including typewriter, copiers, calculators, and other equipment.
11. Greet students, visitors and others, and provide information and assistance regarding programs, procedures, and activities; provide forms and assistance in their completion as appropriate.
12. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office procedures and organizational skills.
Operation of standard office machines and equipment.
Modern office practices, procedures and equipment.
Record keeping techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Provide specialized clerical support requiring broad knowledge of Human Resources.
Remain current, and apply and explain policies, procedures, and activities related to Human Resources.
Perform a variety of clerical duties involving independent judgment in the interpretation, application, or modification of existing procedures.
Operate a variety of office machines and equipment including typewriter, calculator, copier, word processor, and computer terminal as required.
Complete assignments with minimal supervision.
Demonstrate sound judgment in the application and interpretation of existing methods and procedures..
Maintain records and prepare reports.
Understand and follow oral and written directions.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from high school including course work in office procedures and equipment and two years of clerical experience in a related college office or program and involving operations of a computer terminal.

Two years experience in Human Resources, preferably within a community college or a comparable educational setting is desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and may include frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Human Resources Clerical Assistant - *Continued*

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: October, 2011
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