

**WEBB COUNTY
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE CLERK
DEPARTMENT: ADMINISTRATIVE SERVICES/HUMAN RESOURCES
SLOT NUMBER: 2839
REVISION DATE: October 1, 2014

JOB SUMMARY:

The Human Resources/Civil Service Clerk is under the general supervision of the Administrative Services Director; assists with clerical/secretarial duties, and assists with special projects.

CHARACTERISTICS/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and issue I.D's for current and new employees.
- Issues and accepts applications.
- Sets up typing test for job posting, if required.
- Scans documentation for HR Office.
- Assists Director and Human Resource Staff with daily activities.
- Assists in answering telephone, conveys messages and runs errands.
- Assists in addressing envelopes or packages.
- Assists in delivering Civil Service Packages for scheduled meetings.
- Makes copies of documents as needed.
- Assist the Human Resources /Civil Service Coordinator in conducting orientation program for new employees.
- Assist the HR/Civil Service Coordinator to maintain appropriate records concerning the hiring, transfer, and separation of employees.
- Assist the Human Resources/Civil Service Coordinator in providing administrative support to the Webb County Civil Service Commission by coordinating meeting schedules, in-take of employee appeals and sending hearing notices/reports from recorded meeting activity.
- Answers basic, routine questions pertaining to personnel policies, procedures and employment benefits.
- Assist with enrollment activities for "Cafeteria Plan" each year.
- Performs any other duties as assigned by Administrative Services Director and Human Resources/Civil Service Coordinator.
- This is a security-sensitive position. The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations. The individual is required to handle PHI in accordance with Webb County's policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual's employment, and on an "as-needed" basis thereafter.

QUALIFICATIONS:

- Must have High School Diploma or GED Certificate.
- 30 or more college hours preferred;
- Two (2) years of work experience in an office setting preferred.
- Must be able to type 35 wpm.

SKILLS AND ABILITIES.

- Skill in the use of computer for desktop publishing and word processing.
- Ability to handle multiple priorities and work under deadline pressure.
- Ability to communicate in both English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30 lbs.

OTHER REQUIREMENTS/INFORMATION:

- Must be able to work weekends when needed.
- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Is supervised directly by Human Resources/Civil Service Coordinator.

ACKNOWLEDGEMENT:

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employees Signature

Supervisor's Signature

Print Name

Printed Name

Printed Title

Printed Title

Date

Date

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