



CERTIFIED
NOVEMBER 6 2017
By Webb County
Civil Service Commission

Administrative Clerk

Human Resources

HR/ 5
Pay Grade: 9

JOB SUMMARY

This position is responsible for providing clerical support for the county's human resources functions.

MAJOR DUTIES

- Responsible for receiving and distributing Personnel Worksheets.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Responds to after-hours emergencies as part of an on – call rotation.
- Assists in receiving and distributing all information requested by Texas Workforce Commission via third party TALX.
- Assists in creating and issuing employee ID cards, and maintains updated log on ID's.
- Assists in ordering supplies, as needed.
- Assists in receiving and processing invoices for payment.
- Assists in walk in and/or over the telephone applicants with online application.
- Assists with screening online applications, when necessary.
- Assists with Pre-Employment procedure, when necessary.
- Assists in new employee orientation programs.
- Assists in trainings.
- Assists in coordinating typing test, when necessary.
- Makes copies and scans documents.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

SUPERVISORY CONTROLS

The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the county's human resources functions. Successful performance helps ensure the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution.
- Must have one-year experience in an office environment.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- 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.

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 or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date