



**CERTIFIED**  
**NOVEMBER 6 2017**  
By Webb County  
Civil Service Commission

## **Human Resources Clerk**

Human Resources

HR/4  
Pay Grade: 10

### **JOB SUMMARY**

This position is responsible for providing clerical support for the county's human resource functions, as well as Civil Service.

### **MAJOR DUTIES**

- Provides clerical support for the Civil Service Commission; coordinates meeting schedules; processes employee appeals; sends hearing notices; prepares meeting binders.
- Creates and issues employee ID cards, maintains updated log on ID's.
- Receives and distributes all information requested by Texas Workforce Commission via third party TALX.
- Responsible for ordering supplies as needed.
- Process purchase orders and request for payment.
- Receives and processes invoices for payment.
- Process of Employment Verifications.
- Responds to after-hours emergencies as part of an on-call rotation.
- Assists walk in and / or over the telephone applicants with online applications.
- Assists with screening online applications, when necessary.
- Assists with Pre-Employment procedure when necessary.
- Assists with Semi-Annual Motor Vehicle Record checks.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Assists in conducting new employee orientation programs.
- Assists in trainings.

- Coordinates typing tests.
- 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, job applicants, 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 bending, crouching or stooping. The employee occasionally lifts light and heavy objects.
- 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 two years experience.

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.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date