



JOB DESCRIPTION

Job Title: Part-Time Human Resources Clerk
Department: Administration
Supervisor: City Secretary

JOB SUMMARY

The Human Resources Clerk will maintain personnel records, carry out procedures, prepare a variety of complex documents, handle and provide support in various Human Resources tasks for the organization. The Human Resource Clerk will be under general supervision of the City Secretary to ensure accuracy and efficiency of Human Resources and Risk Management.

EXAMPLES OF ESSENTIAL JOB DUTIES

1. Complete, verify, and process forms and documentation for administration of benefits such as retirement and medical insurance.
2. Operate various standard office machines, which include personal computer, various software, fax, calculator, phone, photocopy machine, printer, and shredding machine, etc.
3. Maintain consistent attendance, personal appearance, and punctuality.
4. Establishing and maintaining efficient working relationships with supervisors, co-workers, and customers.
5. Effectively assist the public and employees; answer calls and determine how calls should be routed; direct public and employees to appropriate offices; answer routine questions; distribute and explain forms, example; employment applications and insurance forms.
6. Prepare, process and review a variety of documents example; applications, employee files, for completeness, accuracy and submission standards.

7. Type a variety of documents in draft form, such as correspondence, forms, and reports; proofread materials for correct grammar, spelling, and punctuation.
8. Assist in processing unemployment claims, personnel action forms, new-hire processing, termination processing and employment verifications.
9. Coordinate employee appreciation events.
10. Schedule and organize meetings, maintain employee and departmental files.
11. Assist in the recruitment process; post job openings and receive employment applications.
12. Perform tasks in an effective, professional and gracious manner.
13. Understand and follow oral and written instructions.
14. Communicate effectively both orally and in writing.
15. Filing data and performing routine assigned clerical duties or functions deemed necessary for the daily operations of the department and city. Market available training opportunities to employees.
16. Research and recommend new training methods and topics for all departments
17. Maintain employee policy manual.
18. Monitor policy manual updates and acknowledgments.
19. Release and monitor employee policy manual and daily training bulletins.
20. Conducts functions for FMLA, Military Leave and other applicable leave programs.
21. Process and maintains records of worker's compensation, automobile, general liability and real & personal property claims.

WORKING CONDITIONS

Must be able to:

- Stand
- Walk
- Sit
- Stoop, kneel, crunch, or crawl
- Use hands to fingers, handle or feel
- Reach with hands and arms

Exert or Lift:

- Up to 25 lbs.

Environmental conditions include:

- Work near moving mechanical parts.

Typical noise level is: Moderate (examples: business office with computer keyboards and printers, light street traffic)

KNOWLEDGE. SKILLS AND ABILITIES

1. Managing one's own time and the time of others.
2. Understanding written sentences and paragraphs in work related documents.
3. Understanding the implications of new information for both current and future problem solving and decision-making.

4. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. The ability to tell when something is wrong or is likely to go wrong and provide recommendation for a solution.
6. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
7. Knowledge of principles and processes for providing customer and personnel services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
8. Impressive telephone etiquette.
9. Great communication skills as well as ability to work with others in close manner.
10. Exceptional computer skills, good organization and planning skills.
11. Able to deliver excellent customer service, externally and internally.
12. Able to react effectively and calmly in emergencies.
13. Able to maintain customer and employee confidentiality.
14. Bilingual: Spanish and English preferred

EDUCATION AND EXPERIENCE

1. High School diploma or GED
2. 2 years of related work experience in Human Resources or a related field.
3. Have and maintain a valid Class C Texas Operator's license.

NOTE

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The "performs other work as required or assigned" statement is to be understood that it may be necessary to expand an employee's duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS' GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

Employee Signature

Date

Department Head Signature

Date

City Manager Signature

Date

Revised: April 2025