

HUMAN RESOURCES CLERK I

Department: Human Resources **Reports To:** Human Resources Manager
Division: Administration **Location:** Administration Building
FLSA Status: Non-Exempt **Classification:** Full-Time/Civil Service
Approved By: Human Resources Manager **Date of Approval:** October 2002
Pay Grade Level: 1

JOB SUMMARY

Responsible for the performance of a variety of routine and basic clerical duties required in the daily administration of the Lafourche Parish Employee Benefits Program by assisting senior clerical personnel in the performance of clerical duties required in the administration of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Types routine correspondence, including letters, resolutions, and other material from copy, draft, and machine recordings
- Copies data and compiles records and reports
- Maintains file system and files correspondence and other records
- Answers incoming telephone calls and routes to appropriate person(s)
- Places orders for supplies and equipment in accordance with instructions
- Opens and routes incoming mail, prepares outgoing mail, and runs errands as requested
- Assists with the distribution and explanation of basic information on benefits programs such as retirement, health, life, disability, and workers compensation plans to employees and dependents
- Assists with scheduling appointments for pre-employment physicals and drug screens;
- Assists in reviewing bi-weekly employee time sheets for mathematical accuracy, calculating employee wages from time sheets, and submitting time sheets and changes to payroll company
- Assists with verifying and completing benefit enrollment forms and employee plan changes

- Greets scheduled visitors and directs to appropriate area or person

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Assists in the performance of other clerical positions in their absence
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High school diploma or general education degree (GED); or one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have thorough knowledge of the methods, practices, and procedures in general office practices and procedures, which also include proficiency in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; thorough knowledge of computer word processing software (Microsoft Word and Microsoft Excel, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to type and possess skills in proper formatting of a variety of correspondence, reports, and other documents.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.