

# MEDINA COUNTY COMMISSIONERS

## Job Description

### Human Resources Clerk

#### Human Resources



#### SUMMARY

The Human Resources Clerk reports to the Director of Human Resources and supervises no staff. Provides administrative support to the Director and Human Resources Administrator. Performs a variety of technical and clerical work in the human resources areas of personnel status transactions, recruitment support, training and development, and personnel file maintenance, employee communications, workers' compensation, payroll, labor relations, web site upkeep, and state and local reporting. Serves internal and external customers doing business with the County. Problem-solving challenges are straightforward, recurring, and non-technical in nature. The work environment requires little latitude for policy and/or procedural interpretation. This position provides a regimen of standardized responses, forms and information related to general inquiries. Contact spans multiple levels within the County organization on a continuous basis and outsiders on a frequent basis.

#### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Performs related clerical and receptionist duties such as filing, copying, typing, answering phones, greeting visitors, directing employees and public needing assistance to correct agency and/or department. Picks up and distributes mail. Types and distributes performance evaluations; notifies department heads of due dates for performance evaluations; monitors receipt and follows up on late evaluations. Prepares resolutions. May serve as note taker at pre-disciplinary conferences, labor negotiations and/or grievance hearings. Provides assistance to County Departments and other users on payroll/personnel issues and policy/procedures. Maintains personnel data base, e.g., enters data and generates reports as requested or as needed. Maintains workers' compensation reporting records and files. Contacts external resources to acquire wage information related to salary surveys; organizes salary survey data for reporting purposes. Completes surveys or other special projects as assigned. Assists with the classification of positions. Composes letters regarding employment, unemployment, workers' compensation, labor relations, or other personnel matters; processes wage verifications by phone or mail. **Time spent: 30%**
- II. Types and processes personnel actions for new appointments and all status changes (e.g., transfers promotions, resignations, step increases, leaves of absence). Maintains and updates personnel files; maintains seniority lists. Composes and revises position descriptions; maintains tables of organization and position control rosters. Provides information on personnel policies, rules and regulations. Updates and distributes personnel handbook. Types labor proposals during the collective bargaining process; finalizes; copies and distributes ratified collective bargaining agreements to respective departments. Maintains statistical files and charts on salaries and other information for use in preparation of federal and state reports. May calculate employee costs in support of budgetary discussions. **Time spent: 30%**

Class #: 64610C Class Title: Human Resources Aide Position Control #: 10092.0 Normal working Hrs: 8 a.m. to 4:30 p.m.

County of Employment: Medina Working Title: Human Resources Clerk Pos # & Title of Supervisor: Personnel Administrator 1 #: 64631C

Human Resources Clerk.

- III. Compiles payroll data, reviews timesheets for completeness and accuracy; contacts various departments for any missed times. Copies and distributes payroll benefit reports; files biweekly payroll reports. Accurately keys all payroll related data necessary to process and meet schedules. Transfers payroll records to appropriate departments. Enters new employees into payroll system; updates payroll data base with new wages, promotions, title changes, salary adjustments etc. **Time spent: 20%**
- IV. Participates in recruitment activities (e.g., provides forms to applicants and explains procedures for completion, schedules interviews, types and posts job postings, answers inquiries from applicants, receives and reviews applications/resumes, contacts prior employers and personal references, schedules drug testing and background checks, obtains fingerprints). Answers inquiries regarding opening and hiring procedures. Determines salary and insurance eligibility. Coordinates documentation of new hires, terminations, salary changes, benefits, etc. Responds to outside sources regarding employment verifications. Coordinates clerical components of the recruitment and selection process. Organizes and administers pre-employment testing/screening. Conducts new employee orientations to include but not limited to topics such as rules, policies, procedures, compensation and benefit plans. May conduct exit interviews for employees leaving county service. Assists with special projects such as group health insurance, staff development, workers' compensation, deferred compensation. **Time spent: 15%**
- V. Performs other related duties in support of the objectives of the position. **Time spent: 5%**

**Class Title / Position Number of Position(s) Supervised:**

**None**

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Departmental/county policies &amp; procedures*.</li> <li>(2) English usage, spelling, grammar, &amp; punctuation.</li> <li>(3) Customer service &amp; reception techniques</li> <li>(4) Basic office methods, equipment &amp; filing systems.</li> <li>(5) Basic mathematical calculations.</li> <li>(6) Basic computer software &amp; keyboarding.</li> <li>(7) Working knowledge of common employee benefit plan provisions*.</li> <li>(8) Knowledge of advanced office procedures.</li> <li>(9) Working knowledge of payroll practices*.</li> </ul>	<ul style="list-style-type: none"> <li>Operate compute &amp; related software.</li> <li>Assists County Departments &amp; other users on payroll/personnel issues &amp; policy/procedures.</li> <li>Answers inquiries regarding openings &amp; hiring procedures.</li> <li>Responds to policy questions.</li> <li>Compose &amp; revise position descriptions.</li> <li>Maintain statistical files &amp; charts.</li> <li>Accurately key payroll data.</li> <li>Generates reports.</li> </ul>
Skills:	<ul style="list-style-type: none"> <li>(10) Work with various cultural &amp; ethnic groups in tactful &amp; effective manner.</li> <li>(11) Type accurately at a speed necessary for successful job performance.</li> <li>(12) Organize tasks &amp; determine priorities to meet assigned deadlines.</li> <li>(13) Complete routine forms.</li> <li>(14) Write/prepare meaningful memorandum.</li> <li>(15) Maintain accurate records.</li> <li>(16) Multi-task.</li> <li>(17) Explain &amp; apply operating policies, rules, &amp; procedures of an assigned function*.</li> <li>(18) Sufficient human relations skill to convey technical concepts to others, to deal with sensitive &amp; confidential information, &amp; to facilitate discussions in individual &amp; small group settings.</li> <li>(19) Demonstrated skills at accessing relational databases, verifying numerical &amp; demographic information, &amp; entering information onto established data entry screens.</li> <li>(20) Organize &amp; prioritize work &amp; meet deadlines.</li> <li>(21) Competently operate computer, FAX &amp; other office equipment*.</li> </ul>	<ul style="list-style-type: none"> <li>May serve as note taker.</li> <li>Assists County Departments &amp; other users on payroll/personnel issues &amp; policy or procedures.</li> <li>Maintain personnel data base.</li> <li>Enter data &amp; generates reports.</li> <li>Assist with the classification of positions.</li> <li>Composes letters &amp; reports.</li> <li>Type &amp; process personnel actions.</li> <li>Compose &amp; revise position descriptions.</li> <li>Maintain statistical files &amp; charts.</li> <li>Accurately key payroll data.</li> <li>Answers inquiries regarding openings &amp; hiring procedures.</li> <li>Responds to policy questions,</li> </ul>
Ability:	<ul style="list-style-type: none"> <li>(22) Work cooperatively with staff &amp; clients.</li> <li>(23) Perform routine clerical functions.</li> <li>(24) Verify &amp; check files &amp; data.</li> <li>(25) Understand &amp; carry out both oral &amp; written directions.</li> <li>(26) Perform routine mathematical calculations.</li> <li>(27) Establish &amp; maintain effective working relationships with those contacted in the course of work.</li> <li>(28) Use a personal computer &amp; office equipment</li> <li>(29) Prepare/ complete/file paperwork*.</li> <li>(30) Communicate effectively, i.e. speak &amp; write.</li> <li>(31) Learn the organization, procedures &amp; operating details of the County department*.</li> <li>(32) Ability to carry out all aspects of the position.</li> <li>(33) Ability to learn &amp; interpret the policies, procedures, techniques, &amp; rules governing human resources management at the County.</li> <li>(34) To prepare professional correspondence for routine communications with insiders &amp; outsiders.</li> <li>(35) Ability to achieve harmony &amp; cooperation in communications with others.</li> <li>(36) Ability to provide high level clerical support.</li> <li>(37) Perform a variety of technical &amp; analytical human resources functions.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p><b>* Developed after employment</b></p> </div>	<ul style="list-style-type: none"> <li>Operate computer.</li> <li>Type &amp; distribute performance evaluations</li> <li>Prepare resolutions.</li> <li>Maintain personnel data base.</li> <li>Maintain workers' compensation reporting records &amp; files.</li> <li>Contacts external resources to acquire information.</li> <li>Composes letters.</li> <li>Composes &amp; revise position descriptions.</li> <li>Maintain tables of organization &amp; position control rosters.</li> <li>Up dates &amp; distributes personnel handbook.</li> <li>Types labor proposals.</li> <li>Calculate employee costs in support of budgetary discussions.</li> <li>Compile payroll data, review for completeness &amp; accuracy.</li> <li>Conduct exit interviews.</li> <li>Conducts new employee orientations.</li> </ul>

## Medina County Position description addendum

Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.

- 1) High school diploma or a GED.
- 2) Six months related experience and/or training.
- 3) Working knowledge of modern office practices and procedures.
- 4) Valid Ohio Driver's License and clean driving record.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

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

- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment and vehicles, distinguishing different sounds during a fire, and discriminate among different colors, distances and spatial relationships.
- Multi task.
- Function independently or with provided assistance.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities for close vision and ability to adjust focus.
- Strength to lift and carry materials weighing up to 20 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.
- Maintaining physical condition necessary for climbing, or sitting for prolonged periods of time and operating motorized vehicles

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_