

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Records Clerk	<i>Pay Grade:</i>	EAP-04
<i>Department:</i>	Human Resources	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Human Resources Office	<i>Reports to Position:</i>	Human Resources Director
<i>Effective Date:</i>	April 1, 2019		

## JOB SUMMARY

Under general supervision this position is responsible for the daily duties of records management to include cataloging and filing items and retrieving documents as needed. This position is responsible for the logging and distribution of incoming applications. This position will also assist in other responsibilities in the Human Resources office including scheduling interviews, answering a multi-line telephone, preparation of letters and other correspondence and other similar clerical duties.

## ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Answering multi-line telephones and directing calls or taking messages
- Assisting applicants with job information
- Assist employees with request for information/necessary paperwork
- Filing various personnel information
- Preparation of various correspondence including letters and memos
- Scheduling interviews and other meetings as directed
- Assists with completion of new hire paperwork
- Maintain work area in a neat and orderly manner

## QUALIFICATIONS

### Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### Education and Training

High School Diploma or GED

#### Experience

Previous experience working in an office environment preferred

#### Licenses or Certification Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### Knowledge of:

- The use, operation and capabilities of office equipment
- Various software including Word, Excel and Outlook

#### Ability to:

- Create and maintain documents or data using word processing and spreadsheet software
- Effectively communicate both verbally and in written form to a variety of audiences
- Perform moderately complex financial calculations
- Handle sensitive or confidential information discreetly
- Work under general supervision where standard practice enables duties to be performed alone referring questionable cases to supervisor
- Work non-duty hours including holidays and weekends when necessary
- Work in constant state of alertness and in a safe manner

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:** Work location will primarily be indoors

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** HR Departmental employees, all City employees, applicants for employment



# PHYSICAL REQUIREMENTS – RECORDS CLERK – HUMAN RESOURCES

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders		X		
Reach Below Shoulders			X	
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	<1	1
Walk	<1	1

**Additional Considerations (including clarification of any of the above)**