



Job Description

TITLE: Human Resources Clerk	JOB CODE: 4120
DEPARTMENT: Human Resources	FLSA: Non-Exempt
PREPARED: November 2005	WORK LOCATION: Aztec, NM
UPDATED: September 29, 2021	

Summary: Under general supervision of the Deputy Human Resources Officer, the HR Clerk shall perform a variety of tasks to support the Human Resources Department, assist with the recruitment process; perform administrative operations; assist the benefits area. A general knowledge of human resources and HRIS systems; outstanding customer service skills to professionally interact with employees and the public, and adequate office procedures are necessary to successfully perform the functions of this position. As needed, the HR Clerk shall assist the Treasurer's Office providing customer service, receiving payment, issuing receipt, and reconciling cash drawer.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manage HR front desk communications of answering, screening, and directing calls; mail runs; review and schedule appointments on Outlook calendars for HR department and testing; monitor office, fax, copier, identification (ID) cards, sympathy cards/box supply inventory and forward to HRIS Specialist; keep front lobby presentable.
- Assist the public by answering questions about the application process, job requirements, questions about the County, and provide additional information as requested.
- Perform filing into personnel files, confirm with HRIS Specialist on documents to place in employee personnel file; may assist HRIS Specialist in performing employee personnel file audits; make copies of employee personnel files as requested and confirmed by Chief Human Resources Officer or designee; ensure personnel files are properly checked out by HR staff and promptly returned.
- Perform filing into benefits files, active and termination documents.
- Assist in PERA paperwork administration, under the guidance of the Benefits & Compensation Manager, including data entry into the Retirement Management Program.
- Receive on Benefits purchase orders after the Employee Benefits Specialist has reconciled reports.
- Assist in sending job postings to required agencies and other appropriate media; set up applicants with testing, background forms, or other job posting requirements.
- Assist Recruiter scheduling interviews and preparing interview.
- Assist Recruiter with contacting selected candidates to make conditional job offer; assist with scheduling pre-employment requirements of backgrounds, drug screening, physicals, and motor vehicle monitoring; immediately inform Recruiter of any discrepancies; communicate onboarding information to new hires.
- Working with the HR Recruiter perform filing of I-9's and completed background checks; monitor changes, track expiration dates, and update as necessary on I-9's and background checks.
- Assist HR Recruiter with Driver Monitoring Program (New Mexico Interactive) by ensuring employees complete forms; update as necessary; assist employees with out-of-state driver's license and complete appropriate forms.
- Collaborate with Deputy HR Officer and Recruiter on social media to identify, establish, and promote new opportunities to increase visibility to attract qualified applicants to the County; collaborate with HR Recruiter in creating recruitment strategies; develop and maintain location of agencies, departments, colleges, veteran's organization, etc. for job opportunities posting; ensure compliance with EEO, State, and Federal regulations.
- May assist HRIS Specialist with entering or verifying new hire or employee information into respective HRIS systems; assist with performing employment verifications.
- Send new hire information to Public Relations Manager for monthly newsletter; send job description to employees for review, signature, and ensure timely return to place in employee's personnel file.
- Assist with the employee onboarding process, including preparing and updating onboarding packets (including all benefits paperwork) and welcome gift; take and print ID for new hires, and replace IDs.
- Manage employee sympathy box, cards, flowers, etc. including confirming deceased information.

Job Description

Human Resources Clerk

- Handle sensitive and confidential data and ensure the quality and integrity of all information produced.
- Perform a variety of support tasks to assist co-workers; gather information, process employment verifications, collect required documentation, and make copies.
- Assist in preparing HR and recruiting metric reports.
- Assist the benefits area, may include claims processing, premium calculation and provider billing.
- May assist Treasurer’s Office with receiving payments, issuing receipts, and reconciling cash drawer.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of human resources and employee benefits operations and functions.
- Knowledge of HR metrics calculations.
- Knowledge of County policies and procedures.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in providing a high level of customer service to County employees and the public.
- Skill in preparing routine reports and correspondence.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software programs to include HRIS systems, Word, Excel, and Access
- Skill in public speaking.

Education and Experience

- High School Diploma or GED equivalent and two (2) years of office experience. A college degree in a related field is preferred.
- Two (2) years of accounting or billing experience.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- The noise level in the work environment is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____