

KENDALL COUNTY CLASS SPECIFICATION

Human Resources Clerk I

Department: Human Resources
Report to: Human Resources Director
Date Approved: 09/12/2022

FLSA: Non-exempt
Work Status: Full-time
EEO Category: Administrative Support

GENERAL SUMMARY

Under general supervision, the purpose of the position is to perform a variety of complex clerical tasks in support of the Human Resources office. Performs general clerical duties such as answering telephones, directing inquiries, faxing information, and data entry.

ESSENTIAL FUNCTIONS

Acts as initial reception contact for the office in relation to the public, fellow employees, department heads, other entities, and outside vendors.

Performs new hire orientation, files workers' compensation claims and provide follow up.

Utilizes department-specific and county-wide systems for data access, input, and retrieval.

Assist department head and staff with paperwork processing during annual open enrollment periods.

Maintains a variety of files and records and releases information according to the County's policies and procedures.

Maintains confidentiality in regard to any and all information processed in the department.

OTHER DUTIES/RESPONSIBILITIES

Assists with payroll processing.

Performs other duties, special projects and tasks as assigned by the department head.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by 1-3 years' experience working in related field

LICENSES AND CERTIFICATIONS

No licenses or certifications are required for this position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office procedures and equipment
- Computer equipment
- Speak English

Ability to:

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Communicate verbally and in writing.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position.

Equal Opportunity

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.