

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #189A

January 10, 2018

HUMAN RESOURCES CLERK
Salary \$2905.00 - \$3542.00 per month (Range 230)

EXAMPLE OF DUTIES

Serve as office receptionist, answer telephones, take messages, refer calls and visitors to appropriate personnel, and respond to general inquiries; assist District personnel and the public with Human Resources-related inquiries; receive, screen, and distribute incoming and outgoing mail; maintain simple operational records by transferring data, calculating totals and sub-totals, and compile summaries; maintain a complex system of inter-related files and records; participate in recruitment and examination processes, including the development of job vacancy notices, job notice distribution, applicant notification, examination, scoring, and interview scheduling for substitutes and student workers; process employment paperwork and maintain personnel files; utilize District database programs for the purpose of entering and maintaining employee data; type memos and letters from clear copy or rough draft; serve as back-up support for District PABX operator; provide assistance to Human Resources staff, as needed; track basic compliance matters, such as T.B. testing, fingerprinting, and volunteers; respond to requests for employment verification and unemployment claims; perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, and techniques; appropriate English usage, spelling, grammar and punctuation; basic math skills; computer equipment and word processing, spreadsheet, and database programs.

Ability to/Skills:

Perform general clerical work and learn office operations, procedures, and equipment; communicate clearly and concisely, both orally and in writing, including using effective telephone communication skills; compose correspondence in response to routine inquiries; understand and follow oral and written instructions; read, interpret, apply, and explain rules, regulations, policies, and procedures; effectively and efficiently operate a computer and applicable software to enter and maintain data; type from a clear copy at a speed of **40 words per minute**; establish and maintain cooperative working relationships.

Experience:

Recent clerical office experience.

Education:

Proof of High School Diploma or equivalency.

WORK YEAR BENEFITS

This is a **12 month, 8 hours per day position** with the **DIVISION OF HUMAN RESOURCES**. The hours are **8:00 a.m. – 4:30 p.m.** Person selected will receive full benefits.

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/JobPosting/1127140>. Please include with your Edjoin application a letter of introduction, resume, and one letter of recommendation (dated within a year). The deadline for submitting an application is **JANUARY 18, 2019 at 4:00 p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

HUMAN RESOURCES CLERK

Physical, Mental and Environmental Demands:

Physical:

Sitting; walking level surface; reaching; bending; use of both legs; fine coordination; wrist/arm motion; grasping/holding; use of all fingers; use of both hands; lifting 1-15 lbs.; occasionally lift 16-25 lbs.; carrying/pushing 1-15 lbs.; occasionally carry/push 16-25 lbs.; color vision; near vision; use of both eyes; normal hearing; distinguish sounds in transmission; speaking.

Mental:

Stress of deadlines, normal work standards stress; ability to work with interruption; concentrate for a long period of time; reading; calculate, perform routine math process; memorize and recall objects and people; analyze problems and generate alternatives.

Environmental Demands:

Office environment, occasional overtime.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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