

**OFFICE OF THE CLERK OF CIRCUIT COURT  
LAKE COUNTY, FLORIDA  
POSITION DESCRIPTION**

Posted: 06/11/18  
\$11.64/hour  
37.5 hours/week  
1950 hours/year

JOB TITLE: Human Resources Clerk

SALARY RANGE: \$22,698 - \$42,159

JOB SUMMARY:

Under the direction of the Human Resources Administrator, provides administrative support to any or all of the human resource functions and programs including recruitment, selection, salary and benefits and other areas. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Processes paperwork to effect personnel actions and enters information into computer database.
- Files documents; maintains reference library; and maintains paper and electronic files.
- Answers routine benefit questions; assists employees in obtaining and completing benefit forms, and in obtaining own answers and/or resolution to their special benefits situations; helps enroll employees in various benefit programs; and verifies information on forms and submits to proper carrier.
- Processes applicants and applications for employment; administers tests when appropriate; and provides information regarding employment application procedures, status, etc.
- Conducts reference and background checks.
- Processes new hires and exiting employees.
- Prepares a variety of correspondence and reports and completes special research projects as assigned.
- Analyze processes and develops procedures.
- Performs administrative duties for Chief Deputy, Administrative Services Manager and other HR office staff; and performs other administrative duties for the HR office as assigned including processing incoming mail, ordering office supplies, coordinating records storage, etc.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- High school diploma or its equivalent (G.E.D).
- Two years of general clerical experience, preferably in human resources or benefits.
- Must be able to type a minimum of 35 correct words per minute.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of business English.
- Knowledge of office practices and procedures.
- Skill in accurately applying basic mathematical concepts including adding, subtracting, multiplying and dividing in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.
- Skill in recordkeeping.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Fingering, Grasping, Feeling, Talking, Hearing, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.