



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

---

**POSITION TITLE:** *Human Resources Clerk* # 2225

**SALARY PLACEMENT:** Range J, Classified Salary Schedule

---

**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent to the completion of the twelfth grade. General office training or business computer courses. Experience of a closely related nature may be substituted.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Some experience working in a school district or other county office of education.*

**MINIMUM EXPERIENCE:**

At least one year of progressively responsible clerical experience.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and assigned database and software systems; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; district organization, operations, policies and objectives. Ability to perform a variety of general office duties concerning certificated or classified personnel; read and interpret transcripts; create forms, matrixes and tables on the computer; interpret, apply and explain rules, regulations, policies and procedures; add, subtract, multiply and divide quickly and accurately; communicate effectively both orally and in writing; work confidentially with discretion; maintain records and prepare reports; type at an acceptable rate of speed; establish and maintain cooperative and effective working relationships with others; operate a computer and applicable software programs; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; meet schedules and time lines.

**SUMMARY OF POSITION:**

Under general direction of management personnel, perform a variety of clerical functions in support of the Human Resources department; has extensive dealings with the public and district personnel. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Assist the Human Resources Department in performing a wide variety of clerical duties.
2. Assist the public at the counter and provide a variety of information.
3. Assemble interview packets for interview panel members; schedule interviews and place calls to applicant references as assigned.
4. Operate a computer terminal to input information, receive messages and prepare reports;

**ESSENTIAL FUNCTIONS: (CONTINUED)**

5. Maintain database of temporary employees and substitutes.
6. Modify and maintain multiple vacancy listing, PAO tracking and other job postings.
7. Perform related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.