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## Job Description

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<b>POSITION TITLE:</b>	<b>Human Resources Technician III</b> <b>Human Resources</b>	<b>#2222</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b> <b>Range 31</b>	

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a High School diploma or equivalent. One year experience in school-related clerical duties. Proficient in computer use along with word processing, spread sheet, and database information systems. Possess five years of experience performing general office or clerical work with heavy phone and public contact. Extensive computer data entry or word processing experience using complex systems.

**DESIRABLE EXPERIENCE:**

Experience working in a school district or county office of education.

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

Knowledge of practices and procedures related to the operation of office machines including computer equipment and specified software; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; telephone techniques and etiquette; basic research methods; interpersonal skills using tact, patience and courtesy; principles of training and providing work direction. Ability to perform a variety of technical duties and provide assistance to prospective and current personnel; perform a variety of technical duties related to the recruitment, examination, interviewing, and employment of personnel; prepare and maintain a variety of related personnel records and reports; apply, explain, and enforce rules, regulations, policies and procedures related to personnel; distribute, screen and process employment applications and other personnel-related documents; answer telephones and greet visitors and the public courteously; perform clerical duties such as filing, typing, duplicating and maintaining routine records; operate office machines, including a computer and applicable software; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; work efficiently with many interruptions. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under direction of the Director of Human Resources, performs a variety of technical human resources duties including duties related to the substitute services program; provides assistance to prospective and current personnel; assists in the recruitment, examination and interviewing activities of new personnel; prepares and maintains a variety of related personnel records and reports. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Coordinate and provide services related to substitute/temporary employee program.
2. Maintain and oversee the Sub-Finder system.
3. Act as liaison between substitute employees and site/department personnel.
4. Perform a variety of technical duties and provides assistance to prospective and current personnel; resolve human resources-related issues and concern with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

5. Process fingerprint information and maintains fingerprint records for County Office personnel; file criminal history reports; review and approve invoices for fingerprinting.
6. Receive applications for prospective candidates to fill vacant positions; review applications to identify candidates who meet minimum qualifications.
7. Prepare packets of applicant information for interview panel members; notify applicant of interview date and time and results; participate in interview sessions as directed.
8. Perform a variety of clerical and secretarial duties related to the human resources function; develop and maintain human resources and payroll-related forms; compose and type letters, reports and other documentation as directed.
9. Establish and maintain a variety of human resources files and records with discretion according to established procedures, policies, rules and regulations; maintain job recruitment folders, applicant forms and test information; prepare notices of employment and change of status for payroll action.
10. Assist personnel, applicants and the public and provide a variety of information related to the human resources function; research rules and regulation related to human resources policies and guidelines.
11. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, typewriter, fax machine and copier.
12. Prepare and distribute job announcements for vacant positions and place advertisements in appropriate print media.
13. Assist in conducting surveys; compile information and prepare human resources-related reports.
14. Train, provide work direction and review the work of assigned personnel.
15. 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 a 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.