

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Human Resources Clerk
<b>Class Number:</b>	11112	<b>Class Title:</b>	Clerk
<b>Dept./Div.:</b>	Administration	<b>Employment Status:</b>	Part-time (20-25 hours weekly)
<b>Reports to:</b>	Personnel Director	<b>FLSA Status; Pay:</b>	Nonexempt
<b>Normal Hours:</b>	M-F, Varies 8:00am – 5:00pm	<b>EEO Status:</b>	06 – Administrative Support
<b>DOT (closest applicable number):</b>	237.367-038		

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent; course work and one to two years' experience in human resources procedures and skills, general office and business practices, and personal computers; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; must be able to type at least 45 words per minute.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy;

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Automobile, Personal computer, computer software (e.g., Microsoft Office, Adobe, CMI, HRIS, etc.), printer, postage meter, copy machine, fax machine, digital recorder, scanner, switchboard, and other standard business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 25 lbs or less; occasionally carries objects 25 lbs or less; occasionally pushes objects 25 lbs or less; occasionally pulls objects 25 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 35% (1) Performs employees' on-boarding and off-boarding processes (e.g., fingerprinting, tax paperwork, driving abstract, drug testing procedures, insurance paperwork, OPERS paperwork, payroll authorization, etc.); maintains system and file documents to keep employment-related records on all employees and to track and ensure all relevant records have been obtained and are kept current (e.g., employment application forms, acknowledgement of receipt of information, position descriptions, performance evaluation forms, driver abstracts, drug and alcohol test results, certification and training records, etc.); schedules exit interviews; may participate on employee committees; coordinates employee vaccination program and other safety related programs.

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25% (2) Performs general to advanced clerical duties for the Human Resources department; composes confidential documents; arranges appointments and schedules; operates and maintains office equipment; ensures proper maintenance and repair of office equipment; orders office supplies; assist with completion of forms, reviews documents for accuracy and completeness; distributes documents to appropriate personnel; operates copy machine to reproduce documents; types correspondence, reports, records, and related departmental documents.

20% (3) Prepares new hire orientation materials and packets, employee benefit open enrollment packets, safety, training and other related materials. Creates and maintains various spreadsheets and databases, maintains applicant tracking process, enters and maintains data in HRIS, compiles data and prepares and generate required reports,

15% (4) Performs various human resource functions (e.g., assists with research, answering employee and general public routine inquiries, assists with employee award functions, etc.); attends human resource training and networking meetings;

(5) Maintains contact with staff, applicants, vendors, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(6) Maintains required licensures and certification.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other related duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*municipal goals and objectives; municipal policies and procedures; \*personnel rules; \*workplace safety practices and procedures; public relations; office practices and procedures; personnel processes, safety and workers compensations programs, English grammar and spelling; records management.

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{10/12/17 PDGRPCI 00092102.DOC}

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**Skill in:** typing; data entry; word processing; scanning and computer operation; adding machine or calculator operation; use of modern office equipment.

**Ability to:** abide by confidentiality requirements, interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; operate office equipment.

### POSITIONS DIRECTLY SUPERVISED:

None

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(Signature of Municipality Representative)

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(Date)

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(Signature of Employee)

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(Date)

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Date Adopted:  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43016