



Classification: Temporary Clerk (RCOD)

Title Code: V09752

Pay Range: Hourly

POSITION SUMMARY: The primary responsibility of this position is to act as the liaison between the public and the Recruiting and Community Outreach Division. Duties include performing routine clerical tasks. The employee is expected to exercise discretion in handling sensitive and confidential information. The employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes expense reports and invoices; maintains division budget and tracking system.

Assists with developing news releases.

Enters information from forms submitted by employees into applicable computer software and databases, and also scans and codes the documents; generates and distributes reports; proofreads and edits various correspondence and other paperwork for accuracy and completeness.

Performs routine clerical work such as typing, filing, data entry, etc.; maintains various clerical records and files and may assist with maintaining recruiting supply and inventory.

Reports service difficulties with telephone console and computer system to appropriate division.

Assists the Human Resources Division with member and civilian recruiting coordination.

Seeks new recruiting technology, recruiting practices, and assist with developing recruiting programs.

Operates standard office equipment (e.g., telephone, computer, copy machine, facsimile machine, etc.).

Acts as a receptionist, instructs individuals to proper division or notifies appropriate recruiter of inquiries, give routine information; answer incoming calls and transfers caller with the division; take messages for the Recruitment Division.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of modern office practices, procedures, and equipment.

Knowledge of business English and spelling.

Knowledge of current recruitment methods.

Possess excellent communication skills, both oral and written.

Possess excellent organizational skills.

Possess excellent interpersonal skills to deal effectively with various personalities.

Possess innovative skills and must be able to generate new or unique ideas to help solve recruiting problems.

Ability to exercise diplomacy and patience in dealing with individuals.

Ability to deal with individuals from a variety of ethnic and educational backgrounds.

Ability to exercise judgment and discretion.

Ability to maintain clerical records and files.

Ability to type, proofread, and edit correspondence, documents, reports, and computer entries.

Ability to notify appropriate personnel in case of emergencies.

Ability to code and prepare financial documents for processing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to learn how to locate sources of information in order to respond to a variety of inquiries.

Ability to answer calls or questions with a well-modulated and pleasant voice and to use proper grammar.

Ability to operate basic computer equipment and learn applicable software systems (SAM II, Lotus Notes, Microsoft Office, etc.) and a multi-page document scanner.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.