NASSAU COUNTY SHERIFF’S OFFICE

HUMAN RESOURCES CLERK

Position Concept:

The Human Resources Clerk performs clerical duties to help facilitate the efficient operation of the Human Resources (HR) department. The clerk performs rotating tasks and duties in the customer service area (new employee applicants) and the personnel records area. The most important and essential job function of the position is attitude and includes the following: positive interaction and cooperation with co-workers, responding professionally and politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Human Resources Clerk may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

* Provides professional and effective telephone and visitor inquiries
* Organizes, summarizes, and assembles requested information
* Reconcile monthly insurance deduction reports
* Prepare and maintain files
* Perform filing duties / Record retention
* Assist with maintaining employee database and ID badge/card system
* Assist with maintaining budget board
* Assist with annual insurance “open enrollment” for all NCSO employees; coordinate w/County
* Assist with new hire orientations.
* Other duties as assigned

Note: The omission of a specific duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

**Status:** [X] Civilian [ ] Sworn [ ] Certified [ ] Exempt [X] Non-Exempt

**Blood and Viral Pathogen Risk:** [X] Minimal Risk [ ] Foreseeable Risk

**Education, Professional Certification or License**:

 • High School Diploma or GED equivalent

 • Valid Florida driver's license

**Professional Experience**:

 • Experience in Human Resources or another governmental agency office preferred

 • Excellent customer service experience

 • Proficiency of keyboarding/data entry

 • Proficiency in various computer software programs involving spreadsheet applications;

 MSWord and Excel is preferred

**Required Skills and Knowledge**:

 **Knowledge of**:

• Filing system • File retention requirements • Computer / various software programs

• Public records requests; Information that is not public record • Research methods

1. • Referral sources

 Ability to:

• Remain calm / Concentrate & function under stress • Reason logically

1. • Speak, read and write English • Detail Oriented
2. • Follow instructions; Comprehend • Compile data, prepare reports
3. • Perform multiple tasks at once • Work independently
4. • Respond to inquiries professionally • Maintain records; files

• Operate a computer; office equipment • Maintain confidentiality

• Operate a motor vehicle • Operate digital camera, I.D. equipment

 **Skills:**

 • Interpersonal • Organizational • Stress management

 • Telephone • Record keeping • Basic mathematical

• Basic English grammar • Reading comprehension

• Computer systems (MS) • Keyboarding

• Alphabetical / numerical filing • Information Recall

Environmental Conditions:

 • Work is performed primarily in an office environment with constant activity; intermittent
 public contact

 • Work involves varying levels of stress

 • Requires working with numbers; particular attention to detail

 • Works extended periods of time on computer

Physical Requirements:

 • Speak, read and write English understandably • Mental alertness

 • Accurately read, write and articulate numbers • Ambulate independently

 • Manual dexterity; Agility • Sit for long periods

 • Recognize colors • Stand for long periods

 • Stoop / bend / squat / kneel / reach • Lift / drag / carry <35 lbs.

 • See at normal range (or with accommodation) • Walk at a moderate / fast pace

 • Hear at normal level (or with accommodation) • Climb; Climb stairs

Reasonable accommodation(s) will be made for otherwise qualified individuals with a disability.

**Hours of Work:**

 Monday – Friday 8:00 am – 5:00 pm

 Weekends and Holidays Off

 Overtime possible

**Rate of Pay:**

* Starting Annual Salary $36,211.03
* Hourly rate $17.41
* Longevity Pay $250.00 per year of service with NCSO as of 09/30

(Yearly Budget Approval)

**Benefits:**

* Health
* Dental
* Vision
* Life
* Long Term Disability
* Paid Time Off
* Florida Retirement System (FRS)

*The Nassau County Sheriff’s Office*

*is an Equal Opportunity Employer and a Drug Free Workplace.*