Human Resources Clerk

**Definition of Class**
This is an entry-level position in which the incumbent performs a variety of routine tasks in support of institution-wide human resources administration. Work involves operating general office machines and equipment; recording and filing employee data; answering and routing phone calls; maintaining logs and records; and performing basic office tasks. Work is performed under direct supervision.

**Examples of Work Performed**
Provides general office support including updating personnel changes and maintaining departmental and employee files.

- Assists public by providing general human resources information.
- Assists public with completing personnel forms.
- Creates and maintains employment packets and assists in administering keyboarding tests.
- Audits personnel data to ensure accuracy.
- Works reception area.
- Assists in employment functions such as screening applicants and maintaining accurate list of job opportunities.
- Opens, sorts, and distributes incoming mail.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Files, updates, and maintains personnel records.
2. Greets public and provides routine information.
3. Assists employees/applicants in completing personnel forms.
4. Processes personnel forms.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements for this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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