

## LOWER ALLEN TOWNSHIP JOB DESCRIPTION



<b>POSITION TITLE:</b> ADMINISTRATIVE CLERK - HR	<b>BAND:</b> ADMINSTRATIVE	<b>BBP CLASS:</b> 2
<b>DEPARTMENT:</b> HUMAN RESOURCES	<b>SUPERVISOR:</b> HR COORDINATOR	<b>ACCOUNTABILITY:</b> MANAGER
<b>NAME:</b>	<b>ISSUE DATE:</b>	<b>PAGES</b> 2

### **POSITION SUMMARY:**

Work is primarily administrative, and assignments are varied. Job duties involve a wide range of support activities inside the HR department and involve confidential information. In this position an important role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions.

Work is performed in an office environment located at the Municipal Services Center. Work is performed under the supervision of the Human Resources Coordinator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assist with day-to-day operations of the HR functions and duties.

Provide administrative support to the Human Resources Coordinator

Compile and update employee records.

Use HR database to review, input, and track employee information.

Prepares and submits changes to employee benefits as directed.

Prepares recruiting, hiring and termination paperwork as directed.

Assist with employee events as needed.

Schedules hiring interviews and prepares and sends related correspondence.

Maintains the personnel files in an organized, professional manner so that they are easily accessible.

Efficiently operates computer equipment and software programs used by the HR Department.

Assists with issuing and tracking of keys for Municipal Services Center.

### **OTHER FUNCTIONS:**

Prepares and maintains requisitions for the department.

Assists with newsletter articles as assigned.

Serves on Committees as assigned.

Strives to obtain competency in accordance with employee evaluation measures.

Performs other related duties as assigned.

### **QUALIFICATIONS:**

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

High School diploma or equivalent.

**Page 2 of 2 – Administrative Clerk - HR**

**QUALIFICATIONS continued:**

Experience in an administrative support position.

Ability to communicate effectively and professionally in English both verbally and in writing.

Able to exhibit a high level of confidentiality.

Working knowledge of the Microsoft Office suite of products.

Excellent organizational skills.

Ability to communicate effectively and professionally in English both verbally and in writing.

Has the ability to sit or stand for extended periods of time.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only) and background investigation result (full/part-time and temporary personnel).

*END*

**I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date