



## TECHNICIAN-HUMAN RESOURCES

### DEFINITION:

Under the supervision of the Director -Human Resources, performs a variety of technical duties in support of classified or certificated human resources operations and activities; processes a variety of forms and applications; participates in the recruitment, screening and processing of classified personnel; provides information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepares and maintains a variety of manual and automated personnel files, records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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- Perform s variety of clerical duties related to assigned activities such as answering phones , verifying employment, greeting visitors and du plicating materials as assigned; assists with mail distribution and disseminates bulk mailings as requested.
- Attends and participates a variety of meetings, in -service trainings and orientation sessions as directed.

#### QUALIFICATIONS GUIDE

Knowledge of:

- Human resources office functions, practices and procedures.
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individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
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