

CLASS TITLE: ADMINISTRATIVE SERVICES CLERK
Regular Part-Time Hourly, Non-Exempt
Department: Administration
Supervisor: Administrative Services Manager
Supervises: None

DESCRIPTION

Under the supervision of the Administrative Services Manager, the successful candidate will play a crucial role in managing payroll and timesheets, maintaining accurate employee records, handling deposits for various accounts, and other similar office-related duties. The Clerk will work closely with the Administrative team and contribute to the efficient and effective operation of the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

Payroll & Financial Duties

- Handle HR onboarding & offboarding procedures for employees.
- Input and extract data in BambooHR to maintain accurate employee records.
- Prepare the Payroll Data Sort spreadsheet each payroll cycle.
- Prepare Payroll Wage Reports and manage Employee Roster Cards
- Compile and maintain temporary disability/workers compensation records for payroll/leave accrual integration.
- Participate in audits, including Compensated Balance Reports and annual Compensation Reports to the County for the State Controller.
- Serve as a back-up agent for processing bank deposits and maintaining records, ensuring compliance with segregation of duties policies.
- Serve as a back-up to process refunds and corrections in the Recreation Management Software.

Office & Human Resource Duties

- Receptionist for the office welcoming in-person visitors, handling mail and packages, and assisting in the general cleanliness of the District Office.
- Set up job announcements, organize interviews, and facilitate day-of.
- Prepare interview binders with necessary documents and materials.
- Facilitate HR onboarding processes for new employees.
- Prepare Advisory Board Agendas & Minutes
- Assist with Advisory Board Packet preparation.
- Set up and provide backup support at Advisory Board Meetings.
- Attend Advisory Board and other meetings (as assigned).
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

- Proficient in using HRIS systems, BambooHR a plus, with a knowledge of payroll processes and reporting.
- Highly proficient in using Microsoft Word, Excel, and Outlook

- Ability to maintain confidentiality and handle sensitive information.
- Communicate effectively and promptly in person, by telephone, and email.
- Proofread, perform accurate computations, and prepare accurate reports from records and other source data.
- Use good, independent judgement in organizing and establishing formats, preparing effective correspondence on routine matters and performing routine functions.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; completion of AA or BA a plus. Two (2) years of proven experience in an office environment, preferably working with sensitive materials.

SPECIAL QUALIFICATIONS

Applicant must possess a valid California Driver's License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.

Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.