



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Human Resources Clerk

Department: Human Resources

Reports To: Human Resources Director

Salary Grade/Salary Range: 6 (\$2258-\$3606)

Revision Date: 05/2014

Position Summary

In accordance with established policy and procedure, performs a variety of clerical and data entry tasks in support of department's payroll, insurance and time and attendance programs. Provides general assistance to all members of the Human Resources Staff.

Essential Job Functions and Responsibilities

- Regular and predictable attendance and punctuality.
- Performs input into the Time and Attendance system.
- Trains as a backup for payroll and insurance processes as needed.
- Audits payroll as needed.
- Calculates insurance billings and performs manual and online entries for employees and dependents.
- Performs data entry in relation to the Bank's affirmative action programs. Produces informational reports to insure compliance.
- Acts as a backup for Worker's Compensation billing and incident reporting.
- Provides general clerical support to all department staff, including memo distribution, filing, maintenance of memo books, applicant reception, telephone reception, data entry and other project support as necessary.
- Other duties as assigned.

Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to communicate with tact and professionalism both orally and in writing with employees, applicants, vendors and customers. Exceptional positive interpersonal skills required.
- Ability to maintain confidentiality at all times.
- Ability to adhere to stated Bank policies at all times.
- Ten-key by touch.
- Ability to prioritize duties and be a self-starter.
- Familiarity with Windows and Windows-based applications as well as online data entry systems.
- Demonstrated ability, experience and proficiency in Microsoft Excel and Microsoft Word.
- Ability to maintain multiple processes and be flexible regarding job assignments.

Education and/or Experience Requirements

- High School Diploma or General Education Degree (GED).
- One year banking and/or accounting or Human Resources experience or equivalent combination of education and experience.

Minimum Typing Speed Required

40 wpm or higher.

Language Skills

- Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums.
- Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with employees, customers, vendors and management.
- Must possess the ability to speak clearly so others can understand.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Bilingual skills desirable.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a basic calculator.

Knowledge of military time required.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities

- Familiarity with Windows-based computer required. Previous experience with the Microsoft Office suite and banking-related software preferred.
- **Evaluating Information to Determine Compliance with Standards** – Using relevant information and individual judgment to determine whether transactions, events or processes within scope of authority comply with laws, regulations or Bank standards.
- **Working Directly with the Public** – Ability to deal directly, face-to-face and on the phone with the public, following the Bank’s Customer Service Standards.
- **Establishing and Maintaining Interpersonal Relationships** – Developing constructive and cooperative working relationships with others and maintaining them over time.
- Previous knowledge of report writing software desirable.
- Previous experience with in-house payroll, time and attendance and report writing systems preferable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 10-20 pounds and occasionally lift and/or move 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is not required for this position.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date

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