



Job Title:	Human Resources Clerk
Reports To:	City Clerk
Terms of Employment	Full time (12-months)
Hour work	8:00 – 4:30

Job Summary: The Human Resources Clerk position is to maintaining records, carrying out procedures, preparing a variety of complex documents provide responsive customer service to City of Brownsville employees while maintaining all benefit related processing. This employee should have knowledge of all Cities, federal and state policies.

Essential Functions:

- Maintain all phases of the personnel hiring processes for prospective employees, background, and eligibility verifications, new- hire documentation and orientation.
- Ensure active and inactive personnel files for employee groups are organized, accurate, up-to-date, and in compliance with applicable law and regulations.
- Provide timely, accurate, and customer- friendly response to employment verification requests and reference checks.
- Confer and coordinate with the City Clerk with all personnel issues.
- Answer employee calls and walk-in with confidentiality and professional courtesy.
- Process benefit application and employee changes for new hires and existing employees.
- Reconcile all benefit billing prior to monthly payment.
- Provide benefit explanation for all benefits to employees.
- Responsible for maintaining all health and third-party insurances.
- Assist in processing worker’s compensation claims and FMLA claims.
- Guides the City’s Federal Medical Leave Act (FMLA):
- Administer and implement all training for the City of Brownsville
- Interpret and apply Human Resources practices, regulations, and standards to provide comprehensive HR management.
- Scans, fax, and file documents in files or electronically and assist with other clerical duties.
- Assist with processing and maintain employee leave and employee payroll.
- Assist City Clerk as needed with other task necessary in the daily operations.

Minimum Qualifications:

Education:

- High school diploma or GED
- College Degree preferred.
- At least (2) two years with administrative/clerical experience
- Able to type 45 wpm

Knowledge, Skills, and Abilities:

- Knowledge/experience in Human Resources practices and procedures
- Knowledge of, and ability to utilize, a computer and required software.
- Practice Time management, attention to details and organizational skills.
- Knowledge of conflict management
- Must have a personable demeanor
- Ability to communicate clearly and effectively both orally and written.
- Ability to interpret and analyze personal policies and insurance benefits
- Ability to establish and maintain professional relationship with staff and officials.
- Ability to read a variety of informational documentation, instructions and procedures and relate to employees or officials.

Working Conditions:

1. Prolonged sitting, standing, walking, reaching, and stooping in the performance of daily activities.
2. Requires repetitive hand movement and fine coordination in preparing documents utilizing keyboard.