



JOB DESCRIPTION

Salary Grade: 3 CUPE 1328

Job Title:
Human Resources Clerk

PRIMARY FUNCTION

The primary function of this job is to maintain the data base of CUPE 1280 applications on the Application Flow System. The job also provides clerical support.

MAIN RESPONSIBILITIES

1. Maintain the Application Flow System data base of caretaker applications, by:
 - receiving caretaker applications for employment on a daily basis and checking to see if all required information is included, e.g. grade 10 documentation, history of employment, etc.
 - forwarding applications to Manager for review
 - preparing appropriate correspondence (form letters) for each application, after review by Manager, e.g. more info needed; no positions available, etc.
 - entering all information from application into the appropriate screens of the Application Flow System, e.g. name; address; pastoral reference; status – to be tested, test mark, comments of interview, hiring decision, etc.
 - retrieving information upon request from the Application Flow System by selecting appropriate screen and document field and typing the specific requirement.
2. Process employee data for microfiching, by:
 - receiving applications of all CUPE 1280 and CUPE 1328 hired applicants
 - creating a file for each new employee by starting a title page, attaching I.D. stickers, and placing documents in chronological order and forwarding file to Microfiche Clerk

- receiving additions (documents, etc.) for existing staff fiche records (CUPE 1280, Non-Union, CUPE 1328, Temporary, etc.) pulling the appropriate fiche and attaching the document and forwarding to Microfiche Clerk
 - accessing the Personnel Payroll System to get additional information on staff member to accurately access the microfiche record
 - assisting in creating a hard copy of the microfiche by utilizing the microfiche printer, as requested.
3. Keyboard correspondence in response to applications or as directed by the Manager of Human Resource, e.g. 25 Year Club, acknowledgment, selected for job, rejection, etc.
4. Assist in the testing of Caretaker applicants, by:
- telephoning all applicants and inviting them for testing
 - checking attendance on day of testing
 - handing out tests to applicants and collecting tests upon completion
 - entering the mark for each test into the Application Flow System.
5. Performs a variety of clerical tasks such as:
- receiving approved orders from staff in Human Resources
 - checking catalogue for product code, price, page number, etc.
 - completing the requisition form and referring to Manager for authorization
 - receiving order and distributing items
 - receiving vacation carry over approvals, and entering them into the Human Resources System
 - checking seniority of caretakers who are bidding for positions, acknowledging bids, and forwarding applications to Manager.
6. Perform other duties as assigned or required.

SKILL

- High School Graduation or equivalent
- 6 – 12 months related experience.

EFFORT

- Complexity of the job is in effectively utilizing the Application Flow System. Complexity in utilizing appropriate screens and data field to input and search data.
- 90%+ computer terminal (keyboarding applications, letters, etc.)

RESPONSIBILITY

- Accountable for the accurate and timely updating of the Application Flow System (A.F.S.). Independence of action in the scheduling of daily responsibilities.
- Errors when entering applications into A.F.S. would result in an incorrect database and impede Human Resources services. Errors when forwarding material for microfiching might result in misfiling.
- Contacts with Human Resources staff in the performance of duties. Contacts with caretaker applicants when telephoning them for testing.

WORKING CONDITIONS

- Open office concept environment.
- Stress from continuous data entry.