



**HR CLERK  
 POSITION POSTING**

**Division/Department:** Administration

**Job title:** Clerk

**Print Name:** \_\_\_\_\_

**Type of position:**

- Full-time
- Part-time
- Temporary
- Contractor
- Intern

**Hours:** 10 a week

- Exempt
  - Executive
  - Professional
  - Administrative
- Nonexempt

**Reports to:** Executive Assistant, President/CEO

**Supervises:**

**Direct:**  
 ▪ N/A

**Indirect:**  
 ▪ N/A

**General Description:**

Serving in a supportive clerical capacity, provides clerical support & processes HR information in a fast paced, professional environment primarily in the Human Resources area. Provides clerical support as needed. Perform clerical duties that require consistency, timeliness and accuracy.

**Performance Expectations:**

**Provides effective clerical work to the YWCA by:**

- Processing, organizing and filing administrative paperwork, including but not limited to employment applications, references, files, certifications, performance reviews, exit interviews, new employee paperwork and the like.
- Maintains files currently and accurately.
- Typing, editing and proofreading letters, contracts, and reports in final form.
- Managing YWCA employee demographic data collection through a database and providing statistical reports from same.
- Maintaining the database and hard copy filing system for YWCA program records, Human Resources and other procedures.
- Assisting in the preparation of HR data for grant requests and reports.
- Researching and compiling HR/ program data for projects and reports.
- Providing routine clerical support for the President/CEO and Executive Assistant.

**Supporting effective programs by:**

- Preparing letters and/or memoranda as requested and in response to correspondence.
- Providing assistance to staff on policies and procedures.
- Ordering supplies.

**Providing flexibility by performing other responsibilities and duties as assigned.**

**Requirements**

- 6 months' experience in office routine: filing, computer proficiency, telephone, copier, office machines
- 1 year HR experience: handling employee files, performing background checks, database management.
- Minimum 30 college hours
- Good attendance as scheduled

**Additional Requirements**

- Computer proficiency in Microsoft Office applications: Word, Excel, required; Publisher, PowerPoint helpful.
- Ability to walk, bend, stoop, twist at waist, reach, climb stairs, and lift a minimum of 30 pounds

**To apply, please submit application, resume and 2 Letters of Reference from Supervisors to:**

YWCA Administrative Office

4601 Corona

**Corpus Christi, TX 78411**

[www.ywcacc.org](http://www.ywcacc.org)

[ywcacc@ywcacc.org](mailto:ywcacc@ywcacc.org)