



Job Description

HUMAN RESOURCES CLERICAL ASSISTANT *Part-Time – 20 Hours Per Week*

REASONING ABILITY:

Ability to interpret and execute various instructions, perform basic mathematics and calculator operation

PHYSICAL DEMANDS (See complete “Physical Requirements” attached).

An employee must meet the physical demands described here to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear, sit, reach with hands and arms, and use hands to handle, feel, and manipulate objects, tools, or controls.

The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.

The employee may occasionally lift and move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here represent those of an employee while performing the essential functions of this job. The noise level in the work environment is usually moderate—risk exposure category III. Tasks do not involve any risk of exposure to blood/body fluids.

DISCLAIMER

This job description indicates the critical features as described under the headings above. They may change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

ADDITIONAL INFORMATION

All your information will be kept confidential according to EEO guidelines.

Del Puerto Health Care District is an Equal Opportunity Employer—Minorities, Females, Veterans, and individuals with disabilities are encouraged to apply.

Del Puerto Health Care District participates in E-Verify during the hiring process at its locations for all new employees.



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Physical Requirements

Please check one box below in Section I and Section II, which apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not essential.
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	Section I					Section II		Section III
Basic Skills:	C	F	O	S	N	E	M	Comments
Reading	X					X		
Writing	X					X		
Math	X					X		
Talking	X					X		
Hearing	X					X		
Physical Demands:	C	F	O	S	N	E	M	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling				X		X		
Climbing				X		X		
Reaching Overhead			X			X		
Crouching			X			X		
Kneeling			X			X		
Balancing			X			X		
Pushing/Pulling (10-100#s)				X			X	
Lifting or Carrying	C	F	O	S	N	E	M	
10 lbs. or less		X				X		
11 to 25 lbs.			X			X		
26 to 50 lbs.				X			X	
51 to 75 lbs.				X			X	
76 to 100 lbs.				X			X	
Over 100 lbs. (assist lift)				X			X	
Moving Patients					X		X	