

Job Opportunity



Competitive

Position: Personnel Clerk

Job Vacancy Notice#: RC-12-07

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: May 30, 2007

1st Closing Date: June 6, 2007

2nd Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: The Personnel Clerk assists in the day to day operations of the human resources department, as well as compiles and maintains personnel records. The Personnel Clerk works under the direct supervision of the Human Resources Generalist. Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications and assists in other employment activities, including scheduling of interviews, preparation of new hire paperwork and assistance with new hire orientation. Updates and audits employee files to document personnel actions and to provide information for payroll and other uses. Examines employee files to answer inquiries and provides information to authorized persons. Compiles data from personnel records and prepares reports. Administers and scores aptitude, personality, and interest tests. Computes wages and record data for use in payroll processing. Compiles and maintains records for use in employee benefits administration. Prepares and files reports of accidents and injuries at establishment. Reconciles insurance bills. Assists in the planning and organization of employee events and functions. The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Human Resources Generalist.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events. Identifies and resolves problems in a timely manner; Works well in group problem solving situations; strong team player. Responds promptly to requests for service and assistance; meets commitments. Listens and gets clarification; responds well to questions. Ability to work well with timelines and short deadlines. Ability to work in a high volume environment while maintaining solid creativity and quality. Demonstrates accuracy and thoroughness. Self-motivated and flexible with strong organizational skills. Excellent interpersonal communication skills. Ability to speak clearly and competently in positive or negative situations. Ability to interact with other ministry leaders and or personnel in a positive and customer focused manner. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook as well as departmental policies and procedures. Must be a regular attendee of the Rock Church.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions. To apply please visit the website at www.therocksandiego.org and fill out the application and email application and resume to hr@therocksandiego.org . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.