

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Human Resources Technician I**

Dept.: **Human Resources**

Reports to: **HR Supervisor**

Effective Date: **Revised November 2018**

Job Code Number: **10809**

Grade Number: **8, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Under direct supervision, performs a variety of routine clerical, secretarial and administrative work in supporting the various components of the human resources system.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Retrieve, open, stamp, sort and distribute mail.
2. Assist with entering data and maintaining a variety of records, and files in support of the various components of the human resources system.
3. Assist with staff development related activities including, but not limited to, enrolling employees in classes, setting up classes, and providing clerical support for classes, sending confirmation letters to students regarding class schedules.
4. Assist with employment related activities including, but not limited to, scheduling applicants for interviews, providing general information to employees, applicants and the public over the phone and electronically, including how to apply for positions, KCLS locations, etc., and mailing job postings.
5. Provide administrative support to multiple projects at once; adapt to changing needs and priorities in a detail and deadline driven environment.
6. Photocopy, sort and prepare documents.
7. May compose, type, and edit correspondence, reports, memoranda and other material, as assigned.
8. May update employee and other confidential personnel related files.
9. Procure supplies.
10. Maintain confidential and sensitive information.

Secondary Duties:

1. Provides backup to other technicians and pages.
2. Assist in new employee orientation as needed.
3. Serve as a member of various employee committees as assigned.
4. Perform other related duties as assigned.

Core Competencies:

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

**Ethics, Values, and Judgment**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

**Professional & Technical Knowledge**

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**Compassion**

Authentically cares about people with a desire to help them; demonstrates real empathy with and for others, yet, maintains appropriate boundaries.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Two years office related experience, or library experience.

SPECIAL REQUIREMENTS

A valid Washington State driver's license.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. Up to occasionally operating foot controls. The employee will seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

## WORK ENVIRONMENT

Work is performed in a normal office environment. Some travel to branch libraries and extensive PC monitoring work is required.

### Advancement Possibilities:

HR Technician II  
HR Generalist

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR