



## JOB DESCRIPTION

**Position Title:** Human Resources Clerk

**Reports To:** Human Resources Manager

**Department:** Human Resources

**Job Classification:** Non-Exempt

**Position Summary:** Primary responsibilities include record keeping, filing, and data entry. Performs other clerical and support duties as assigned. Greets employment candidates and MCs into HR as needed. Directs MCs to appropriate HR representative depending on inquiry.

### Scope and Responsibilities:

1. Greets applicants and MCs in a friendly manner either in person or via telephone. Resolves issues and questions where possible or directs the individual to the appropriate member of the HR team.
2. Makes and maintains HR and payroll files, collates materials, and assembles packets.
3. Assists in the stocking and maintenance of forms, stationery, packets, binders, office supplies, records, and other business support systems.
4. Assists the Human Resource Department with clerical support, including filing.
5. Enters data into databases, prepares letters, prints labels, envelopes and letters.
6. Completes special and targeted mailings. Performs other clerical duties as assigned.
7. Friendly representation of LEGOLAND to applicants and MCs alike. Solve issues on the spot if possible or refer to appropriate party.
8. Update bulletin boards with pertinent information.
9. Responsible for distributing LEGOLAND California's soft benefit program (i.e. LLC comp ticket distribution, discount tickets, raffle administration, etc.).
10. Provides administrative support to HR Director, including opening mail, making travel arrangements, and other duties as assigned.
11. Makes copies, sends or distribute faxes.

**Background and Experience:**

Previous office experience in a clerical, office services, or receptionist role preferred. Familiarity with computers and some experience using Microsoft Office products required. This position requires strong organizational skills, the ability to take and follow direction from several people, attention to detail, and the ability to handle multiple priorities. This position requires a very positive interpersonal style with the ability to maintain a balanced demeanor and utilize excellent customer service skills at all times. Must enjoy interacting with people. Outstanding telephone communication and strong front office communication skills are required. This position requires flexibility and the ability to work cooperatively with diverse work styles.

**Education:**

A high school diploma or General Education Degree (GED) equivalent is required.

**Other Requirements:**

Must be willing to work flexible hours, including evenings and weekends to support park operations.

Must have valid driver's license and safe driving record.

*Continue to next page for physical demand requirements*

## PHYSICAL REQUIREMENTS

**A. SITTING:**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**J. WRIST DEVIATION (SIDE TO SIDE):**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**B. STANDING:**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**K. HAND/WRIST REPETITIONS (UP AND DOWN):**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**C. WALKING**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**L. REACHING:**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**D. LIFTS AND CARRIES:**

1. Up to 10 pounds

2. 11 to 24 pounds

3. 25 to 34 pounds

4. 35 to 50 pounds

5. 51 to 74 pounds

6. 75 to 100 pounds

7. Over 100 pounds

**FREQUENCY:**

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

**E. LIFTS OVERHEAD:**

1. Up to 10 pounds

2. 11 to 24 pounds

3. 25 to 34 pounds

4. 35 to 50 pounds

5. 51 to 74 pounds

6. 75 to 100 pounds

7. Over 100 pounds

**FREQUENCY:**

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

None  Occasionally  Frequently  Constant

**F. TWISTING:**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**M. GRASPING:**

1. Simple: < 50 pounds

2. Firm: > 50 pounds

**G. BENDING:**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**N. MANUAL DEXTERITY/STRENGTH:**

1. Gross motor, light-moderate strength

2. Gross motor, moderate - heavy strength

3. Fine motor, light-moderate strength

4. Fine motor, moderate - heavy strength

**H. SQUATTING/KNEELING/CRAWLING/  
CLIMBING:**

1. None (0%)

2. Occasionally (1-33%)

3. Frequently (34-66%)

4. Constantly (67-100%)

**O. PUSHING:**

1. None (0%)

2. Occasionally (1-33%) \_\_\_\_\_ lbs

3. Frequently (34-66%) 100 lbs

4. Constantly (67-100%) \_\_\_\_\_ lbs

**I. PULLING:**

1. None (0%)

2. Occasionally (1-33%) \_\_\_\_\_ lbs

3. Frequently (34-66%) 100 lbs

4. Constantly (67-100%) \_\_\_\_\_ lbs

## VISUAL REQUIREMENTS

**P. VISUAL REQUIREMENTS:**

1. Close eye work (small figures)

2. Color discrimination

- Minimal color discrimination

- Normal color discrimination

3. Other: Depth perception, distance vision, ability to focus.

## HEARING

**Q. HEARING REQUIREMENTS:**

1. Special requirements

Able to consistently fulfill communication needs. (alarms, phone ringing, conversation, clear acuity within 100 feet)

## PHYSICAL REQUIREMENTS

## WORKING CONDITIONS

<b>R. TEMPERATURE:</b> 1. < 15 degrees Fahrenheit <input type="checkbox"/> 2. Between 16 and 95 degrees <input checked="" type="checkbox"/> 3. > 95 degrees <input type="checkbox"/>	<b>U. DRIVING:</b> 1. None (0%) <input type="checkbox"/> 2. Occasional (1-33%) <input checked="" type="checkbox"/> 3. Frequent (34-66%) <input type="checkbox"/> 4. Constant (67-100%) <input type="checkbox"/>
<b>S. CRAWL SPACE/CRAMPED POSITION:</b> 1. Exposed < 1 hour per day <input checked="" type="checkbox"/> 2. Exposed 1-3 hours per day <input type="checkbox"/> 3. Exposed 3-7 hours per day <input type="checkbox"/> 4. Exposed > 7 hours per day <input type="checkbox"/>	<b>V. NOISE (LOUD/REPETITIVE, &lt; 85 DECIBELS PER OSHA STANDARD):</b> 1. None (0%) <input type="checkbox"/> 2. Occasional (1-33%) <input checked="" type="checkbox"/> 3. Frequent (34-66%) <input type="checkbox"/> 4. Constant (67-100%) <input type="checkbox"/>
<b>T. PERSONAL PROTECTIVE EQUIPMENT (E.G. RESPIRATORY MASK, ETC.)</b> 1. None (0%) <input checked="" type="checkbox"/> 2. Occasional (1-33%) <input type="checkbox"/> 3. Frequent (34-66%) <input type="checkbox"/> 4. Constant (67-100%) <input type="checkbox"/>	

## OTHER

**W. SPECIFY ANY OTHER REQUIREMENTS OR RESTRICTIONS THAT SHOULD BE CONSIDERED .**