



The Face of  
Independence

GOODWILL OF ORANGE COUNTY

## Goodwill of Orange County Job Description

Approved:  11/14/13 Effective: 6/1/2013  
Chief Operating Officer Date Revised: 10/28/2013

Approved:  11/13/13  
Sr. Director of Human Resources Date

### MISSION:

Goodwill is in the business of helping people who are facing barriers, to get and keep jobs which provide purpose, pride and dignity. We believe the power of work changes lives.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

#### **STRATEGIC VISION PRIORITIES:**

- Increase donations and maximize their value in a cost efficient way.
- Increase the profit contribution of our businesses by improving their operational effectiveness.
- Increase our visibility in the community and raise greater awareness of Goodwill's mission.
- Increase and focus resources on services that that will help the most people with barriers get and keep jobs.

#### **VALUES:**

- Goodwill Brand
- Independence
- People Working & Learning Together
- Innovation & Growth
- Integrity
- Accountability
- Customer Satisfaction
- Environmental Responsibility

JOB TITLE: HR RECRUITING CLERK  
(Nonexempt)

AREA: HUMAN RESOURCES

DEPARTMENT: HUMAN RESOURCES

DIVISION: ADMINISTRATION

### PURPOSE OF POSITION:

To perform a variety of Human Resources functions including, but not limited to, support for applicant/application screening, sourcing, and processing of candidates for GOC open positions. Assist

in the coordination of the “Mission Integration” program in relationship to the development and maintenance of “community partnerships”, and assist in the coordination of placement of referred transitional workforce into job opportunity training positions.

SUPERVISION RECEIVED:

Reports directly to the Senior Director of Human Resources.

SUPERVISION EXERCISED:

None.

REGULAR CONTACTS:

Within organization: all employees at all levels throughout the company.

External: employment agencies, candidates, professional service organizations.

DUTIES AND RESPONSIBILITIES:

1. Performs screening of applicants by phone or via the “on-site” regularly scheduled screenings.
2. Maintains a spreadsheet of “transitional workforce” and/or other individuals with barriers to employment. Tracks movement of all program participants and provides reports as needed.
3. Gathers and documents community partnership information and funding sources for accurate reporting.
4. Maintains recruiting calendar for screenings, job fairs, etc. Provides outreach support at community job fairs.
5. Schedules candidate interviews with hiring managers. Responsible for working with other departments to ensure quality delivery of HR recruiting service.
6. Ensures completeness of on-boarding documentation to include; application, background checks, post offer drug test results and reference checks.
7. Prepares new hire packets for program, funded and payrolled personnel.
8. Assists with regional sorting of applications.
9. Backup for the receptionist as needed.
10. Works overtime as required.
11. Performs other job related duties as required.

12. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
13. Acts safely at all times, following all safety rules and regulations.
14. Follows all company policies and procedures.
15. Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information with other employees as needed.
16. Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.
17. Works with, trains, and/or acts as a good example for program participants receiving training at Goodwill.

MINIMUM JOB REQUIREMENTS:

1. High School diploma or GED required. Some college courses in Human Resources or related field preferred.
2. Knowledge of recruiting and learning management systems.
3. Ability to effectively communicate (written and verbal) at all levels of the organization.
4. Ability to establish and maintain a positive and professional working relationship with all individuals.
5. Ability to effectively make presentations to large groups of people.
6. PC proficiency in MS Office preferred.
7. Demonstrated ability to operate effectively in a team environment.
8. Ability to read and follow written policies and procedures.
9. Ability to read, write, and understand English.
10. Ability to complete tasks on time without direct supervision.

WORK DEVICES/MATERIALS/EQUIPMENT USED:

Various office supplies and equipment including: telephone, fax machine, computer, printer, copy machine, file cabinets, papers/forms, calendar, pens/pencils, ruler, scissors, etc.

OTHER:

Ability to work independently; demonstrate initiative and good judgment in facilitating Program functions, administering policies and procedures and working with employees. Ability to be flexible and adaptable in handling interruptions and variations. Ability to maintain confidentiality of information.

PHYSICAL REQUIREMENTS: (See Attached)

PHYSICAL DEMANDS :

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing	X			
2. Bending		X		
3. Carrying		X		
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling				X
8. Fingering/Fine Dexterity				X
9. Flexing Wrist				X
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing				X
13. Kneeling		X		
14. Lifting		X		
15. Pulling		X		
16. Pushing		X		
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below		X		
19. Reclining	X			
20. Sitting				X
21. Standing		X		
22. Stooping		X		
23. Talking				X
24. Tasting/Smelling	X			
25. Throwing	X			
26. Turning Body		X		
27. Twisting Body		X		
28. Walking		X		
29. Near Vision			X	
30. Midrange Vision		X		
31. Far Vision	X			
32. Depth Perception	X			
33. Visual Accommodation	X			
34. Color Vision	X			
35. Field of Vision/Peripheral	X			

LIFTING AND CARRYING DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	SEDENTARY Class 1 (Administrative)	10 Pounds	Negligible	Negligible
X	LIGHT Class 2 (Clerical & Light Work Activity)	20 Pounds	10 Pounds and/or Walk/Stand/ Push/Pull of Arm/Leg Controls	Negligible and/or Push/Pull of Arm/Leg Controls while seated
	MEDIUM (Moderate Physical Activity)	50 Pounds	20 Pounds	10 Pounds
	HEAVY (Heavy Physical Labor)	100 Pounds	50 Pounds	20 Pounds

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors				X
Outdoors		X		
Dust	X			
Electric Shock	X			
Explosive	X			
Exposure to Weather	X			
Extreme Cold	X			
Extreme Heat	X			
Fumes/Gases	X			
High Exposed Places	X			
Loud Noises	X			
Mist	X			
Moving Mechanical Parts	X			
Odors	X			
Poor Ventilation	X			
Radiant Energy	X			
Toxic/Caustic Chemicals	X			
Vibration	X			
Wet/Humidity	X			

NAME:

SIGNATURE:

DATE: