



Title: **HUMAN RESOURCES DOCUMENT CLERK**  
Reports To: Human Resources Generalist  
Type: Volunteer Position (Internship Available)  
Duration: Fall Term, Spring Term and/or Summer; ongoing

**Position Summary:**

Maintain the document retention system of the human resource documents for Community Action Partnership of Ramsey & Washington Counties.

**Benefits of Volunteering:**

Gain human resource skills, office skills, portfolio development, and professional networking. Knowledge that you are helping children and families thrive!

**Essential Functions:**

**Duties and Responsibilities:**

- Research document retention requirements for length of retention, become aware of types of documentation kept by organizations and which laws, rules, regulations dictate their retention
- Review and prepare paper documents, move and store them electronically (a lot of alphabetizing, scanning documents and filing involved)
- Learn the why's and how's of systematic building of electronic personnel files, and the reasons behind a proper document retention program
- May assist with recruitment, screening or recognition of employees
- Other duties as assigned

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age
- High school diploma/GED required
- Must possess or be pursuing an Associate's or Bachelor's degree in Human Resources

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Completed at least one college course in human resources
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Experience working in an office environment desired
- Strong organizational skills and ability to alphabetize and file
- Skills to research and move appropriate items for discussion up to the supervisor
- Ability to implement system processes and prioritize
- Strong computer skills in Microsoft Office Suite and Google (email, calendar, and drive)
- Aptitude to learn and work with the Laserfiche scanning and storage system
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired

- Possess strong written and verbal communication and be skilled in establishing productive relationships with others. Telephone and interpersonal skills
- Must be well organized and particularly adept at managing many details and tasks accurately as well as efficiently in an occasionally fast paced environment
- Reliability and punctuality, flexible schedule is available
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist
- Must successfully pass a criminal background check and provide two references

**Physical Requirements:**

Normal office exertion required. Requires sitting, standing, walking, bending and reaching with manual dexterity sufficient to operate standard office machines such as computers; fax machines, calculators, copy machines, telephone and other office equipment.

**Mental Requirements:**

This position requires the ability to prioritize and manage multiple tasks under sometimes stressful conditions. Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member. Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities.

**Environmental Requirements:**

Normal office environment.

**Time Commitment:**

Minimum of 2 hours per week, 8+ hours preferred. Flexible office hours are from 8:00am - 4:30pm, Monday – Friday. Commitment of at least one semester or summer term. Available for Fall term, Spring term and/or Summer; ongoing - unless the position has been filled.

**Location:**

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

**Advance Registration for College Students:**

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

**REGISTRATION INFORMATION:**

Complete an Ongoing Registration Form at [www.capr.org/take-action/volunteer](http://www.capr.org/take-action/volunteer) and email/scan resume & references to [volunteers@caprw.org](mailto:volunteers@caprw.org)

Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people’s lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit [www.capr.org](http://www.capr.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*