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# Example of Temporary Clerk Job Description

Our company is growing rapidly and is hiring for a temporary clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for temporary clerk

* Assists with plant/process performance audits
* Provide technical support to both Management and Plant Personnel
* TMS Transmission
* Administrative duties regarding vehicles returned due quality control issues
* Other duties may include completion of lien searches, arbitration administration, administration of Fleet and Lease processing repossessed vehicles
* Assists with entering employee data into HR system/Lawson and verifies entries against forms or records
* Follows established procedure for updating, validating, and correcting employee records or other related HR data
* Completes various documents for the employment verification process
* Maintains reporting spreadsheets as required for employment verification purposes
* Maintains employee files and the HR filing system (manually and electronically)

## Qualifications for temporary clerk

* Understands databases and specifications
* Some understanding of process flow diagrams
* Ability to promote a behavioral based safety first culture
* Experience in Computer related field with practical knowledge of network systems within the work force is preferred
* Ability to be disciplined to make solid decisions
* Ability to interface with all plant, divisional and corporate personnel