

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PERSONNEL CLERK - SUBSTITUTES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources, operate and implement systems for the accurate reporting, securing, and assignment of certificated and classified substitute personnel; insure that absences are properly reported and maintain the database and records of absences and personnel according to established procedures. Provide support to Human Resources Department with personnel activities as assigned.

REPRESENTATIVE DUTIES:

1. Work with various members of the District staff, site representatives as well as other District employees to ensure that current and future absences are properly recorded and that substitute coverage is arranged as needed.
2. Operate and maintain the automated substitute system used for reporting absences and securing substitutes. Update and maintain the employee and substitute databases kept on the system for all district employees and substitutes who utilize the automated system.
3. When positions are not filled by the automated substitute system, contact school offices to advise appropriate personnel of absentees and substitutes. Coordinate efforts with school site staff to manually fill open positions.
Maintain records for the District "Do Not Use" lists. Maintain files and documentation related to the performance of substitutes working in the District.
4. Secure appropriate substitute personnel according to State and District policies and procedures; initiate phone calls to substitute personnel and receive phone calls from substitutes.
5. Provide training and communication District-wide pertaining to the SFE system, primarily but not limited to, newly hired employees and substitutes.
6. Maintain records for Live Scan Fingerprinting for substitutes and District employees. Review monthly statements from the Department of Justice and communicate with accounts payable department to ensure payment is processed.
7. Maintain and update the web-based District Directory on an annual basis.
8. Maintain records relating to substitute teachers, including communication from school sites regarding substitute teacher performance. Train and provide ongoing support to employees and substitutes in use of automated substitute system.
9. Maintain records of Jury Duty summons for all District employees. Issue letters to the employees and to the court authorities outlining District policy on Jury Duty coverage.
10. Provide support to Human Resources Department with personnel activities as assigned.
11. As receptionist for the District office, serve as first point of contact for visitors to the office. Greet visitors, answer all general calls coming into the district and direct them to the proper department/extension. Maintain working relationships with administrators, employees, and community members.
12. At year end, prepare and distribute Letters of Intent to all classified and certificated substitutes. Information from each substitute is then documented in the automated substitute system as it is received.
13. Perform other duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Computer applications (Web-based and productivity applications).
Simple record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Oral and written communications skills.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Use and operate computers and various other office equipment.
Show resourcefulness, initiative, integrity, and discretion.
Hear and understand normal telephone conversation.
Obtain substitute personnel according to the established guidelines.
Establish and maintain effective working relationships with others.
Maintain databases and records.
Understand and follow oral and written directions.
Work effectively with little supervision.
Effectively interact with the public, administration, and district staff.
Type 50 words per minute from clear copy.
Schedule, plan, prioritize and organize work with limited supervision.
Assume responsibility and exercise discretion and judgment in handling confidential material.
Train and provide support to others.
Communicate effectively both orally and in writing.
Handle complex work-load and work efficiently under pressure and with frequent interruptions.
Be flexible and revise priorities in accordance with requirements of the Superintendent or designee.
Efficiently interpret, manage, and utilize multiple sets of data in order to best support district students and program.
Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.
Use excellent communication and interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.
Have a results-oriented, goal driven, team approach to work.

EDUCATION AND EXPERIENCE:

Graduation from high school and two years of increasingly responsible clerical experience.

WORKING CONDITIONS:

District office reception area environment; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff requiring clear speaking and the ability to hear normal voice conversation; subject to many demands on time and constant interruptions; Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift, carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus.

SALARY RANGE: 57

ADOPTED BY PERSONNEL COMMISSION: September 24, 2012

ADOPTED BY BOARD OF EDUCATION: September 25, 2012