

**POSITION TITLE:** Substitute Clerical

**QUALIFICATIONS:** Must have a high school diploma or its equivalency, plus a minimum of six months of office support experience, some knowledge of business office procedures, practices, and equipment. Ability to perform basic mathematical calculations. Demonstrate excellent business English, grammar, spelling and punctuation. Ability to communicate clearly and concisely with administrators, managers, and other staff members both orally and in writing. Ability to establish and maintain effective working relationships with others. Ability to change priorities, work independently and effectively handle multiple assignments simultaneously. Ability to work effectively under minimum supervision, exercise tact, good judgment and demonstrate initiative in the completion of assignments. Experience in the use of computers and related software required. General keyboarding skills necessary. General accounting or bookkeeping skills desirable. Excellent organizational skills are required. Possess a willingness and ability to adjust to change and learn new tasks and responsibilities. Bilingual skills to include Spanish are a plus.

**PERFORMANCE EXPECTATIONS:** Greets customers in person or on the telephone using the standard four-part greeting. Notifies the appropriate staff member of the arrival of visitors and/or employees. Maintains customer confidence by keeping information confidential. Maintains shipping records and documentation for all orders. Operates a personal computer and related equipment to produce correspondence, reports, charts and other materials using numerous management techniques to enter, edit, print and file data. Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders. Keeps equipment operational by following manufacturer's instructions and established procedures. Maintains technical knowledge by attending educational workshops and reading administrative support publications. Contributes to team effort by accomplishing related results as needed. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Duties performed typically in an office setting. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal or Assigned Supervisor

**PAY SCHEDULE:** Non-contracted

**LENGTH OF CONTRACT:** Temporary / Can be terminated at any time by Richmond Public Schools

**FLSA:** Non-exempt