

Job Description
MOORE PUBLIC SCHOOLS

5.26

Job Title: Personnel Clerk/Substitute Desk

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers and basic office skills.

Training or Experience Required: 3 years of secretarial/Office Assistant experience preferably in a school. Computer experience is helpful. Must be able to backup various clerical positions in the Administrative Service Center.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, multi-line PBX/telephone consoles; CRT/computers.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Typing/Word Processing at 45 WPM required.

Site: ASC

Reports To: Payroll/Personnel Supervisor

Job Goal (Purpose of Position): Performs skilled level secretarial duties under general supervision to manage the computer substitute teacher calling system and have substitutes in the school building for the teacher's absence. Assists in payroll/benefit programs as needed. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Administers the Automated Substitute Calling System for Substitute assignments.
2. Performs general office duties such as typing, filing, answering telephone and directing callers to proper person.
3. Records fingerprints for new hires and others as required.
4. Assists in Benefit/Payroll Departments as needed.
5. Assists in receptionist responsibilities as requested.
6. Provides relief for secretaries and clerks as needed.
7. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.