

CERTIFICATED PERSONNEL CLERK

DEFINITION

Under general supervision contacts and offers substitute work assignments to daily, employed substitute employees; maintains records related to employee absences and substitute placement; performs a variety of clerical work of average difficulty; and performs related work as required.

CLASS CHARACTERISTICS

This one position clerical class is characterized by assignment to work early morning hours on a flexible schedule which may be altered with short notice. The incumbent typically works alone during the early morning assigned hours.

EXAMPLES OF DUTIES

Establishes and maintains a record of employee absences from tape recordings, telephone calls, and written documents on substitute request cards. *E*

Places telephone calls and offers short-term substitute assignments by rotation according to established procedures. *E*

Contacts school secretaries to inform them regarding teacher absences and assigned substitutes. *E*

Maintains daily records and prepares monthly report regarding substitute usage by school and subject area. *E*

Files substitute evaluations and other materials. *E*

Posts various types of announcements. *E*

Reviews applications received from substitute candidates and verifies appropriate credentials. *E*

Advises Orange County Department of Education of certificated openings. *E*

Prepares and types employment and payroll related documents for certificated employees and substitutes. *E*

Composes and types routine correspondence; answers telephone, assisting or referring caller to appropriate personnel. *E*

Verifies employee absence log against monthly absence reports, researching and resolving discrepancies. *E*

Provides standard employment verification as required. *E*

Assists in setting up conferences with substitutes as assigned; sets up interviews for substitute and teacher

applicants.

Performs related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Modern office equipment and procedures;
2. English usage and spelling, grammar, and punctuation;
3. Basic math;
4. Telephone etiquette; and
5. Filing systems and standard record keeping methods.

**Ability to:**

1. Learn procedures and routines of the assigned area rapidly;
2. Sort and file accurately and locate material in files;
3. Learn to operate various types of office machines;
4. Receive and give information over the telephone, or in public, in a courteous manner;
5. Perform arithmetical calculations with speed and accuracy;
6. Perform a variety of clerical work of average difficulty;
7. Learn the policies, rules, and regulations of the assigned office;
8. Type accurately at the net corrected speed of 45 words per minute from clean, legible copy;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Perform simple and repetitive tasks.

**EDUCATION**

Individuals possessing the knowledge, skills, and abilities above are considered to possess the necessary education.

**EXPERIENCE**

Recent experience performing varied clerical work

or

One year of experience at or equivalent to a Clerk Typist with the Huntington Beach Union High School District.

**WORKING CONDITIONS**

**Environment:**

Office environment.

Physical Activities:

Dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; light lifting; seeing to read and review applications; and hearing and speaking to exchange information in person or on the telephone.

Revised 7/7/94