

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUBSTITUTE PLACEMENT CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties to support the certificated and classified substitute placement for the district; prepare and maintain substitute materials; and prepare and maintain substitute assignment records, logs and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in maintaining district substitute information and records and verify eligibility of substitutes.

Answer phones and record information requesting substitute placement; place calls to schedule substitutes based upon district need.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel and the general public.

Communicate with a variety of district personnel and substitutes to assist in determining substitute needs and scheduling.

Prepare and maintain a variety of written materials, memoranda, letters, documents and information related to the district's substitute program.

Prepare and maintain a variety of records, logs, files and reports as needed to support and document substitute placement.

Type letters, lists, memoranda, reports, forms or other materials from detailed copy; compose routine correspondence; proofread completed typing assignments; prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Receive, sort and distribute mail; receive and respond to e-mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of general clerical duties in support of the substitute placement program.
Answer telephones and greet the public courteously.
Type or input data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Receive, sort and distribute mail.
Prepare and maintain records, logs and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years general clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Ability to see to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.