

## **Clerical Substitute**

### **Purpose Statement**

The job of Clerical Substitute is done for the purpose/s of providing clerical support to assigned school site personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Supervisor - Substitute Services

### **Essential Functions**

- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, etc.) for the purpose of disseminating information to appropriate parties.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Collects payments for a variety of events (e.g. fines, fees, and fund raisers, etc.) for the purpose of completing transactions and/or securing funds.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Prepares standardized documents (e.g. form letters and memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios;

understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; and adapting to changing work priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**