Distinguishing Characteristics
The employee performs secretarial and clerical services in support of the Personnel Department. The work involves placement of substitute teachers according to established district policies and procedures and the collective bargaining agreement. The employee receives assignment and procedural direction from the Personnel Administrator in an office complex characterized by an extensive volume of work and considerable time schedule demands. This is a twelve-month position.

Examples of Duties
1. Contact and assign substitute teachers.
2. Receive and respond to requests for verification of placement of substitutes from school staff.
3. Maintain the District Master Substitute List including retrieval and verification of information pertaining to current substitute teachers.
4. Screen and select new substitute teacher applications that meet the qualifications for needed subject areas and submit to the Personnel Administrator for review.
5. Notify applicants of results of the screening process and district hiring procedures.
6. Maintain personnel files and master lists for substitute teachers.
7. Prepare and maintain monthly work and payroll records for substitute teachers.
8. Prepare correspondence and other written communications.
9. Perform other varied duties as assigned.

Minimum Qualifications for Class Entry
1. Significant recent experience in secretarial and clerical work. Ability to work effectively with staff, substitutes and the general public.
2. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Ability to perform accurate mathematical calculations.
4. Demonstrated ability in accurate record keeping.
5. Exceptional ability to communicate effectively orally and in writing.