

ALPINE UNION SCHOOL DISTRICT

Human Resources Clerk

Position Description

4270.23

General

Under supervision of the Director of Human Resources, is responsible for calling and placing substitute employees for the District and recording absences of employees with general clerical support.

Distinguishing Characteristics

The Human Resources Clerk is responsible for securing substitutes for both classified and certificated positions and maintaining related records, as well as general clerical work.

Example of Duties

Call substitutes for classified and certificated personnel and report absences to work sites.
Post absence reports to classified and certificated personnel leave records.
Maintains information on qualified candidates for substitutes for both certificated and classified positions.
Types reports, letters, cards and other materials from rough draft or general instructions.
Operate a variety of office machines, including typewriter, calculator, Xerox and computer/word processor.
Other related duties as assigned.

Qualifications Guide

Knowledge of:

English usage, punctuation, spelling and grammar.
Telephone techniques.
Modern office methods, practices and procedures.
Basic arithmetic, filing and record keeping procedures.

Ability to:

Perform a variety of basic clerical work with accuracy and speed.
Learn to operate standard office equipment.
Make arithmetical calculations.
Post information, check records, file and alphabetize rapidly and accurately.
Receive and give information over the telephone or in person in a courteous manner.
Understand and carry out oral and written directions.
Maintain cooperative working relationships with those contacted in the course of work.
Work efficiently with frequent interruptions.

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Training and experience

One year of experience in typing and general clerical work preferred; equivalent to the completion of the twelfth grade, supplemented by or including courses in typing and office practices; or any combination of training and experience that could likely provide the desired knowledge and abilities.

APPROVED BY THE BOARD OF TRUSTEES
ALPINE UNION SCHOOL DISTRICT

September 13, 1989

Revised: October 14, 1992