RECRUITMENT ANNOUNCEMENT

JOB TITLE: CLERICAL SUBSTITUTE

WORK YEAR: On call, various hours/days/offices. Up to 7.5 hours/day, Monday – Friday

AREA OF ASSIGNMENT: Possible sub positions in Oroville and Chico

POSITION DESCRIPTION:

Under general supervision of assigned management employee(s), this classification will work in various departments or in a school office performing a wide variety of complex clerical duties that may be assigned and monitored by management or senior personnel.

CLASS CHARACTERISTICS:

Positions at this level perform routine clerical duties to provide support to management, certificated and other clerical staff.

EXAMPLE OF DUTIES: [May include, but is not limited to the following]

1. Type labels, routine forms, correspondence and short reports from rough drafts.
2. Process a variety of documents as directed; may include copying, laminating, binding and mailing.
3. Verify and tabulate routine statistical data as directed.
4. Perform office filing duties.
5. Pick up office supplies as directed.
6. Proofread correspondence, reports, charts and tables.
7. Answer telephone and refer inquiries to appropriate personnel.
8. Perform additional tasks as assigned to like positions.

QUALIFICATIONS:

KNOWLEDGE OF/ABILITY TO:

1. Modern office methods, procedures and computer equipment, including computer hardware and software necessary to the efficient operation of office/program.
2. Basic bookkeeping and record keeping procedures.
3. English usage, spelling, grammar and punctuation.
4. Type accurately at a minimum corrected rate of 40 words per minute.
5. Understand and carry out oral and written instructions.
6. Accurately proofread a variety of documents.
7. Operate and use modern office equipment including basic personal computer skills and ability to learn various software programs.
8. Perform physical requirements of the job with reasonable accommodation.
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Maintain confidentiality.
11. Work independently in the absence of supervision.
EXPERIENCE AND TRAINING:

Any combination of education and experience that indicates possession of the knowledge and skills necessary to perform the duties listed above, including clerical experience or completion of specialized clerical courses.

OTHER:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.
3. Current TB Test (within the last four years)

SALARY:  

**Current Substitute Rate starts at: $16.23/hour**