



## 1120 PERSONNEL SECRETARY—SUBSTITUTE STAFF

---

### **Classification Summary**

Perform record keeping, telephone contact, and assignment of substitute teachers upon request according to contract language.

### **Distinguishing Characteristics**

This class is distinguished from other secretaries by activities directed toward placement of 30 to 130 substitute teachers daily for a district of 1,100 teachers. Applies established district policy and procedure as well as knowledge and understanding of contract language; makes recommendations for appointment based on applicant's qualifications.

### **Supervisory Relationships**

Report to and receives work assignment and procedural direction from the Personnel Administrator.

### **Examples of Duties**

1. Maintain annual District Master Substitute List. Prepare large mailing to disseminate, retrieve and verify current substitutes' interest in remaining on the list.
2. Select new substitute applications meeting the qualifications for needed subject areas and submit to supervisor for review. Notify applicants of results and inform candidates of District hiring procedures.
3. Maintain personnel files and master lists for substitute teachers.
4. Receive requests for leave by phone or in writing and document pertinent information; place call to requested substitute or the certified substitute for that subject area and record actions taken on daily worksheets; compile and store for later retrieval. Calculate and submit monthly payroll records for substitutes.
5. Receive and respond to requests for verification of placement of substitutes from school staff.
6. Type correspondence, memoranda, and notifications to substitute teachers; determine correct format, layout, grammatical composition and editing of rough drafts. May compose correspondence to disseminate or retrieve information.
7. Prepare large documents on word processor such as handbooks; store, edit, format, type, proof, print and distribute.
8. Perform related duties as required.

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

1. Ability to read, interpret and apply contract language regarding district hiring policy and procedures.
2. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
3. Ability to work effectively with staff, substitutes and the general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to perform accurate mathematical calculations.

### **Minimum Qualifications for Class Entry**

1. Three years recent experience in secretarial and clerical work requiring extensive public contact and interaction.
2. Previous experience in personnel recruitment and selection operations preferred.

### **Work Environment**

Incumbents in this position work 6 a.m. to 3 p.m. in a standard office setting.