

## **SUBSTITUTE - CLASSIFIED CLERICAL**

### **Purpose Statement**

The job of Substitute - Classified Clerical was established for the purpose/s of assisting assigned area in the absence of regular Natrona County School District (NCSD) employee by performing a variety of responsible secretarial and clerical duties as directed by Administrator and/or Manager.

This job is distinguished from similar jobs by the following characteristics: this is a non-benefited, temporary assignment. Regular positions that could potentially be substituted for under this job description include: Receptionist, Office and Records Assistant, Secretary, Administrative Specialist, Administrative Assistant, and Executive Assistant to the Superintendent.

This job reports to Program Facilitator

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### **Essential Functions**

- Acts as liaison between assigned area and internal and external parties for the purpose of providing excellent customer service and representing the district in a hospitable and professional manner.
- Attends meetings for the purpose of conveying and/or gathering information required to perform functions, recording minutes, coordinating materials distribution, supporting the needs of other attendees, and increasing professional knowledge.
- Collaborates with internal and external parties for the purpose of organizing various district events, meetings, and programs in compliance with district policies and guidelines.
- Compiles data from a variety of sources for the purpose of complying with financial, legal, and/or administrative requirements of assigned area.
- Coordinates activities (e.g. communications, appointments, meetings, conferences, workshops, travel and accommodations, work activities, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance with established guidelines.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for taking appropriate action and/or complying with financial, legal, and administrative requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. confidential and non-confidential, etc.) for the purpose of providing up-to-date reference and documentation.
- Maintains inventories of supplies and materials (e.g. including ordering, etc.) for the purpose of ensuring the availability of items as needed.
- Monitors activities and/or programs (e.g. budgets, office activities, etc.) for the purpose of ensuring compliance with administrative, financial, and legal requirements.
- Performs record keeping and clerical functions (e.g. scheduling, copying, mailings, instructional materials, filing, compiling lists, hospitality, taking notes, receiving and tracking payments from students, etc.) for the purpose of supporting assigned Administrator and/or department.
- Prepares written materials for the purpose of documenting activities, providing written support and/or conveying information.
- Researches topics (e.g. Board agenda items, historic information, law changes, discrepancies in documentation, etc.) for the purpose of providing information and or recommendations for action.
- Responds to inquiries from internal and external parties for the purpose of directing to appropriate personnel for resolution and/or taking appropriate action.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

## **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 pertinent software applications and multi-line telephone system; note taking; coordinating activities; preparing and maintaining accurate and confidential records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: functions and limitations of assigned position; familiarity with bookkeeping principles and procedures; business telephone etiquette; concepts of grammar and punctuation; modern office practices and procedures; and familiarity with school district processes, compliance laws and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups in multiple settings; displaying tact and courtesy; maintaining confidentiality; setting priorities and multi-tasking; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team in multiple settings; meeting deadlines and schedules; working with frequent interruptions; and ability to read, write and communicate clearly in English.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional 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** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

07/01/2014

### **Salary Grade**

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_