



NEW: 07/01/2020
Submitted: 03/19/2020

JOB TITLE:	CLERK SENIOR APPROVAL – SUBSTITUTE CENTER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8667
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Provides additional support to the Substitute Center Clerks in areas involving direct hiring, substitute assignments, applicant onboarding, audits, and processing for the substitute center. The Substitute Center Senior Approval Clerk would also serve as a direct back-up to the Substitute Center Specialist ensuring MUNIS actions are reviewed and approved in a more efficient time frame.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Follows HR procedures and policies to screen and hire personnel
- Schedules and conducts all (Classified and Certified) employee onboard meetings
- Provides assistance to Substitute Center Specialist in matters relating to staffing of substitute personnel
- Collects, organizes and processes all substitute new hire and reassignment paperwork while maintaining accuracy according to District and HR policies
- Provides information to other departments and the public applying significant knowledge of district policies and procedures
- Serves as liaison between schools, district office and substitute personnel
- Assists Substitute Center Specialist with monthly absence reconciliation reports
- Serves as the back-up personnel action approver to the Substitute Center Specialist
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Perform other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
- Three (3) years of successful experience in Human Resources functions
- Effective communication skills
- Ability to organize a variety of duties

DESIRABLE QUALIFICATIONS

- Ability to work well in a team situation
- Associate Degree in business or related field
- Efficient time management
- Training or education in business practices and skills

Experience in a diverse workplace