



NEW: Submitted:  
07/01/2020 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