

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PERSONNEL OFFICE CLERK**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent and/or Director of Human Resources, perform a variety of responsible clerical duties related to certificated and classified staff; manage the district substitute system; coordinate the new hire process; relieve a supervisor of clerical detail; perform routine administrative aide functions; provide clerical assistance to the administrative secretary and the personnel technicians as needed; perform other related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of responsible clerical duties related to certificated and classified staff; answer telephones and take and relay messages as appropriate; greet and screen visitors; direct callers and visitors to appropriate staff or departments.

Manage SubFinder and all responsibilities related to the substitute desk; secure substitutes on a daily basis for absent district employees and notify district sites of absentees.

Responsible in the screening, hiring and processing of substitute personnel; establish and maintain substitute personnel files; process and assist substitute teachers with completing required forms and Emergency 30-Day Substitute Teaching Permit applications; verify credentials, employment history references and other information; conduct employee orientations.

Post vacancies on the CCUSD web site, EdJoin and other internet sites.

Manage the online application system through EdJoin; assist applicants with inquiries regarding application process; prepare and distribute related correspondence including regret letters; coordinate computer testing for all classified vacancies; administer and collect all applicant testing results needed to rank applicants.

Coordinate the district interview process; schedule applicants and panel members; prepare interview materials.

Arrange for fingerprinting of substitute employees; receive and verify tuberculosis test confirmations for prospective and current District employees; send tuberculosis testing reminders as necessary; prepare identification cards.

Responsible for the processing, maintenance and record-keeping of Personal Service Agreements (non-employee contracts).

Serve as liaison between the District and the Employment Development Department (EDD) in regard to record-keeping, etc.

Input employee information into an assigned computer system; generate a variety of computerized reports as requested.

Compose independently and from oral or written instructions, a variety of materials including inter-office communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials; duplicate materials as needed.

Prepare probationary and annual evaluations; maintain evaluation lists; notify site administrators/supervisors of personnel needing to be evaluated; receive, process and file employee evaluations.

Prepare and maintain a variety of records and reports related to employee attendance, substitute personnel and assigned activities.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with applicants, District personnel and outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of office supplies and materials; order office supplies and materials as appropriate.

Receive, sort, review and distribute incoming mail and process outgoing mail.

**OTHER DUTIES:**

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General personnel office functions, practices and procedures.

Basic recruitment and staffing procedures.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic math.

**ABILITY TO:**

Perform a variety of responsible clerical duties related to certificated and classified staff.

Coordinate and locate available substitutes to assure proper coverage of school sites.

Participate in the screening, hiring and processing substitute personnel

Establish and maintain substitute employee files.

Answer telephones and greet visitors courteously.

Interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain records and prepare reports.  
Type or input data at an acceptable rate of speed.  
Add, subtract, multiply and divide quickly and accurately.  
Complete work with many interruptions.  
Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of responsible and varied clerical experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Exposure to potentially volatile and emotional individuals.