

TITLE: Call Out Clerk  
SECTION: School Board Office – Human Resources  
REPORTS TO: Human Resources Officer

SUMMARY:

Under the direction of the Human Resources Officer, provides call out and clerical services to the Human Resources Department.

DUTIES:

1. Processes call out requests and dispatches replacement employees.
2. Prepares daily call out logs and advises schools/departments.
3. Enters data into the Human Resources Information system and provides required reports.
4. Advises Human Resources Department of changes in demographics
5. Provides transient and emergent backup duties to the Call Out Departments.
6. Operates standard office equipment and provides first-line maintenance as required.
7. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate computer skills.

Experience - the applicant must have

- Experience in a secretarial position for a period of greater than 3 months.

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**APPENDIX G**

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	51 - Call Out Clerk
LOCATION:	Human Resources Department
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	3	3	4	3	4	3	1	1	3	2
Total Points	292										

RATING CLASSIFICATION: LEVEL	11
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