

TITLE: Call Out Clerk
SECTION: School Board Office - Finance
REPORTS TO: Secretary-Treasurer

SUMMARY:

Under the direction of the Secretary-Treasurer or delegate, provides call out and clerical services to the Financial Services and the Human Resources Departments.

DUTIES:

1. Processes call out requests and dispatches replacement employees.
2. Prepares daily call out logs and advises schools/departments.
3. Records call out activities for the computerized payroll system.
4. Provides required reports and enters data into the computerized Human Resources system.
5. Advises Human Resources Department of changes in demographics
6. Provides transient and emergent backup duties to the Call Out Departments.
7. Operates standard office equipment, including a personal computer and printer, photocopier, fax machine and provides first-line maintenance as required.
8. 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.

JOB EVALUATION
 COVERING
SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
 (EMPLOYER)
 AND
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606
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	2	3	3	3	4	3	1	1	2	2
Total Points	261										

RATING CLASSIFICATION: LEVEL	9
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