

Revised: November 22, 2011

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

SUMMARY:

Under the direction of the Human Resources Officer, provides call out and clerical services to 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. Assigns and maintains Leave of Absence codes.
6. Advises Human Resources Department of changes in demographics.
7. Operates standard office equipment, including a personal computer, 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 6 months up to and including 1 year.

Other - the applicant must

- Be able to follow established methods and procedures exercising independent judgment when required and be able to recommend changes
- Show tact, courtesy and discretion 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 A

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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:	60 - Senior Call Out Clerk
LOCATION:	Human Resources Department
EFFECTIVE DATE:	November 22, 2011

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	4	4	3	4	3	1	1	3	2
Total Points	291										

RATING CLASSIFICATION: LEVEL	11
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