

#103415

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **SUBSTITUTE CLERK**

REPORTS TO: Supervisor, Human Resources

SUPERVISES: N/A

JOB SUMMARY: Performs all duties necessary to ensure the timely placement of qualified substitute and casual staff throughout the Division.

DUTIES AND RESPONSIBILITIES:

- Maintains pertinent database(s), and maintains and generates all related systems, reports, records, files and statistical information;
- Assists in data entry, report generation, placement of substitute/casual staff, and other miscellaneous clerical functions;
- Distributes performance evaluations to Administrators to ensure acceptable performance of substitute/casual staff;
- Identifies and ensures resolution of any anomalies or discrepancies;
- Liaises with Administrators and Human Resources staff to ensure integrity of data and acceptable performance of substitute and casual staff;
- Generates and maintains all necessary reports, records, and files;
- Performs other related duties as assigned or as required including all duties of lower classified positions.

ADOPTED	REVIEWED	REVISED	PAGE
23/May/06		09/Jan/24	1 of 2
Motion 10-10-06		Motion 01-02-24	

QUALIFICATIONS:

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 1-2 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division;
- Knowledge of the Human Resources Information System. ~~an asset.~~

ADOPTED	REVIEWED	REVISED	PAGE
23/May/06		09/Jan/24	2 of 2
Motion 10-10-06		Motion 01-02-24	