POSITION DESCRIPTION

TITLE: Substitute Clerk III
LOCATION: Administrative Service Center
REPORTS TO: Payroll, Benefits, and Sub Office Manager
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the general supervision of the Payroll, Benefits, and Sub Office Manager, the Substitute Clerk III is responsible for processing requests for substitutes for the Evergreen School District, both certificated and classified, using the AESOP software system. This position is also responsible for processing time sheets and Form A’s, maintaining electronic and hard files, and assisting with other clerical duties as requested.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Operate the computer, perform heavy data entry, using a Windows-based environment and the AESOP software system.
4. Monitor absences attempting to fill on the AESOP system and troubleshoot “failed to fill” absences.
5. Add completed new certificated and classified substitute employees to the AESOP system, including curricula data.
6. Maintain all data related to the AESOP system operations, including: change of location and curriculum areas for regular employees, update exclusion lists, set up priority lists, status changes for substitute employees, change of address and telephone numbers; provide appropriate changes to the payroll department.
7. Access AESOP and Skyward systems for creating and maintaining substitute employee records.
8. Research, verify, process, and input time sheet data; process Form A’s on a daily basis.
9. Track and verify general ledger account codes on time sheets.
10. Verify accuracy of all input from data entry, make corrections as necessary, and verify corrections before turning information over to the Payroll department.
11. Maintain filing.
12. Notify substitute applicants of incomplete paperwork
13. Prepare and distribute various AESOP reports.
15. Provide training as necessary on substitute procedures.
17. Provide front-desk coverage for Personnel Clerk as necessary.
18. Maintain an up-to-date understanding of the overall operation of the Substitute Services office.
20. Process finger print results and rejected finger print documents.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%)  Speaking (66-100%)  Vision (66-100%)  
Sitting (66-100%)  Standing (Up to 33%)  Bending/Stooping (Up to 33%)  
Writing (66-100%)  Acceptable Attendance  Walking (Up to 33%)  
Use of hands and/or arms for repetitive motion (66-100%)  

MENTAL DEMANDS REQUIRED:  
Reading Documents (66-100%)  Verbal Communication (66-100%)  Problem Solving (66-100%)  
Written Communication (66-100%)  Detailed Work (66-100%)  Multiple Concurrent Tasks (66-100%)  
Confidentiality (66-100%)  Math (33-66%)  

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.  
(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally  

TOOLS AND EQUIPMENT NECESSARY:  
IBM/PC (clone), typewriter, 10-key/calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.  

MINIMUM QUALIFICATIONS:  
(Testing may be required)  
1. Typing/keyboarding of 50 wpm.  
2. A minimum of two years of related experience, or equivalent training.  
3. Demonstrated ability to perform on the computer, including heavy data entry, using a Windows environment and related Microsoft applications and familiarity with the Internet/WWW.  
4. Knowledge of or willingness to learn the Skyward/WESPaC computer system in conjunction with the Washington School Information Processing Cooperative (WSIPC).  
5. Knowledge of or willingness to learn computerized AESOP software system.  
6. Demonstrated ability to communicate effectively, and possess a positive attitude.  
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.  
8. Demonstrated organizational ability and a commitment to follow through, with a minimum of supervision.  
9. Demonstrated ability to problem solve.  
10. Must possess a good math aptitude.  
11. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.  
12. Demonstrated ability to maintain confidentiality with sensitive information.  
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.  

Variable Days Per Year (Includes Holidays)  
8 Hrs. Per Day  

PSE: __________________________ Date: ________________  
District: ______________________ Date: ________________  

Revised Date: 04/24/2014  
Classification: Clerical  
Class: Class III  
Display on Web? Yes
Substitute Clerk III