

**Rich Township High School District 227
Position Description**



Job Title: Clerical Substitute
Reports To: Designated Administrator
Terms of Employment: \$10.00/hour

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Knowledge of computers and familiarity with basic computer programs and student management systems.
2. Basic knowledge of office procedures and operation of office equipment.
3. Positive interpersonal abilities and strong public relations skills.
4. Strong organizational skills.
5. Ability to prioritize tasks and multitask.

JOB GOALS

To provide an efficient and courteous reception to visitors, staff, and students and professional phone service, as well as to assist with other office tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel and takes messages when appropriate personnel are unavailable.
2. Monitors and greets all visitors, determines nature of visit and announces visitors to appropriate personnel.
3. Distributes mail to appropriate personnel.
4. Prepares and distributes packets and other mailings as needed.
5. Types, files and distributes correspondence.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hand and fingers to operate a computer keyboard and telephone. Frequent sitting and occasional walking are also required.

PREPARED DATE: May 2014