

TELEPHONE ASSIGNMENT CLERK

DEFINITION

Contacts requested substitutes by telephone to offer substitute assignments, transcribes information regarding absent employees from telephone recording equipment, and maintains records on substitute assignments in a substitute calling system.

TYPICAL DUTIES

Transcribes information from telephone recording equipment regarding absent certificated and/or classified employees.
Determines whether requesting school or office is entitled to a substitute position assignment.
Contacts persons on the appropriate substitute list by telephone and offers substitute assignments.
Records information on appropriate records concerning absent employees and substitutes who have been assigned.
Receives and records information from substitutes who have completed assignments and are available for new assignments.
Performs miscellaneous filing duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Telephone Assignment Clerk transcribes information from telephone recording equipment relating to absent employees; contacts substitutes to make substitute assignments; and maintains records and files on substitute assignments.

An Assignment Technician applies knowledge of pertinent laws, rules, procedures, collective bargaining agreements, and data processing codes in the implementation of personnel assignments.

A Personnel Clerk performs specialized clerical duties related to the recruitment, examination, processing, and placement of personnel, or to personnel activities in a District line organization.

SUPERVISION

General supervision is received from a higher-level personnel-clerical supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Various classes and categories of employment found in the Los Angeles Unified School District
Proper telephone etiquette
District rules, policies, and procedures governing the assignment of substitutes
Computer technology used to identify principal streets, bus routes, and freeways within the District's boundaries
Names and locations of schools

Ability to:

- Learn to operate substitute calling system
- Transcribe information accurately and legibly into substitute calling system
- Work effectively with minimal supervision
- Read maps and give directions to substitutes from home to place of employment
- Deal tactfully and effectively in contacts with eligible substitutes
- Keep records and maintain files in substitute calling system

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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