

SUBSTITUTE CLERK	2850
SUBSTITUTE TYPIST	2855

DEFINITION

In a substitute or relief assignment, performs a variety of clerical tasks. In addition, a Substitute Typists types correspondence, reports, and other materials.

TYPICAL DUTIES

- Receives visitors, answers telephones, and replies to routine inquiries.
- Keeps routine records and posts entries on forms.
- Sorts and files documents and folders and pulls materials from files.
- Receives, opens, time-stamps, sorts, and may distribute office mail.
- Addresses, stuffs, and seals envelopes.
- Distributes supplies and helps maintain stock.
- Picks up and delivers material and messages.
- Makes simple arithmetic calculations.
- Types correspondence, reports, and other materials.
- May operate standard office machines.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Substitute Clerk or Substitute Typist is a nonregular clerical employee who performs routine clerical tasks. A Substitute Typist has passed the District typing test.

A variety of clerical classes, including Clerk and Office Assistant, are used for regular positions and assignments. Assigned duties overlap with those of Substitute Clerk and Substitute Typist, which are used only for limited-term assignments.

SUPERVISION

Immediate supervision is received, usually from personnel in higher-level clerical classes. No supervision is exercised.

CLASS QUALIFICATIONS

Ability to:

- Write legibly
- Spell ordinary words correctly
- Sort and file accurately and locate materials in files
- Make simple arithmetical computations
- Learn to operate various types of office machines
- Deal courteously with employees and the public

ENTRANCE QUALIFICATIONS

Graduation from high school or equivalent evidence of proficiency at the high school level.

SPECIAL NOTES

1. Candidates for Substitute Typist must pass the District typing test.
2. Effective January 1, 2000, candidates for Substitute Typist must possess a certificate from the District's Office Assistant Training program or be on a current Office Assistant eligibility list.