

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CENTRAL CALL-IN/DISTRICT RESOURCE CLERK

QUALIFICATIONS:

1. Secondary school graduation or equivalent supplemented by computer courses such as accredited library and word processing courses.
2. Ability to type (50 words per minute minimum).
3. Ability to communicate with courtesy, tact and discretion.
4. Ability to take direction and perform diversified tasks under minimum supervision.
5. Keep daily communication book up to date with daily task entries.
6. Working knowledge of business English and office routines.
7. Ability to operate common office and audio visual machines and equipment.
8. Minimum of one year office /library assistant experience
9. Ability to operate current library program
10. Ability to use the Dewey Decimal System
11. Compilation of receipts and reconciliation of monthly MasterCard

RESPONSIBLE TO: As assigned.

SUPERVISES: N/A

JOB GOAL: To contribute to the efficient operation of the District Resource Centre so as to provide the maximum services for the resources available. To contribute to the effective operation of the Human Resources Department so as to ensure the effective operation of Central Call Out to provide the maximum amount of coverage for absent employees, while ensuring all parties are informed as to the status of their employees.

PERFORMANCE RESPONSIBILITIES:

1. Composes and types a variety of material such as letters, forms, reports, memos, requisitions, etc.
2. Compose and type a variety of material such as lists, signs, labels, requisitions, etc.
3. Files correspondence, requisitions, invoices and books.

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4. Respond to emails, requisitions, invoices as well as shelving resources according to the Dewey Decimal System.
5. Acts as a receptionist as required.
6. Respects the confidentiality of all correspondence and discussions.
7. Uses office, laminating and audio visual machines as required.
8. Keeps office, laminating and audio visual machines clean and maintains their supplies.
9. Receives and distributes all incoming mail.
10. Processes, catalogues and circulates District Resource Center materials. Contact those who have overdue materials either through email or fax, following through until those materials have been accounted for. Materials returned or the DRC is reimbursed by the borrower.
11. Receives and distributes all mail for School District No. 62 DRC courier service.
12. Assists teachers in selection of resources.
13. Performs related office duties as assigned.

Central Call-in

1. Record messages left by employees regarding absence from work.
2. Starting at 6:30 a.m. Check phone lines every 15 minutes until 7:45 a.m.
3. Contact and assign qualified substitutes for absent employees.
4. Update and advise HR of any changes to lists. (availability and contact information)
5. Respond to emails and liaison between HR and schools regarding placements.
6. Coordinate crossing guard training for new employees.
7. Email IT and HR every morning with clerical replacement list for access to BCESIS, including redirecting supervision assistants from high school level during exam weeks.
8. Direct call in staff with questions or concerns to proper department. (CUPE, HR, IT)
9. Store all call in records and notes for the school year.

TERMS OF EMPLOYMENT: Ten month year

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EVALUATION

DATE: December 10, 2014

JOB TITLE: Central Call-In/District
Resource Clerk

Factor	Degree	Points	Substantiating Data
1. Knowledge	3	45	Completion of Grade 12 plus an additional vocational program of up to six months.
2. Experience	4	60	Minimum of one year.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4. Concentration	2	20	Frequent periods of short duration.
5. Physical Activity	2	12	Medium activity of short duration.
6. Dexterity	3	18	Fine movements, speed may be a consideration.
7. Accountability	3	30	Some embarrassment to organization.
8. Safety of Others	2	16	Stacking of shelves, some degree of care.
9. Contacts	3	30	Tact and discretion.
10. Disagreeable Conditions	2	20	Minor occasional.
TOTAL POINTS		281	

APPROVED

On behalf of C.U.P.E. Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____