

## ORANGE UNIFIED SCHOOL DISTRICT

### SUBSTITUTE SERVICE TECHNICIAN

#### DEFINITION

Under general supervision, to perform complex technical tasks pertaining to personnel services operations and the automated substitute calling system. To relieve supervisor of minor administrative details.

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

- Oversees and personally performs a variety of specialized technical work for the Human Resources Department.
- Assures adequate substitute coverage by monitoring the automated substitute calling system.
- Responds to questions related to the automated substitute calling system and to substituting opportunities within the District.
- Provides training related to the proper use of the system.
- Enters and processes payroll data for new substitutes and teachers into appropriate county system; maintains current data bases on substitute credential information and classified substitutes within the District.
- Inputs, edits and monitors data on the automated substitute calling system.
- Performs automated substitute calling system maintenance related to troubleshooting, upgrades, and enhancements.
- Calls and schedules substitute coverage not covered by the automated system.
- Sets up and monitors the accuracy of complex filing systems relating to personnel records.
- Establishes and maintains permanent personnel files.
- Provides information to payroll of new employees and salary changes.
- Analyzes transcripts, records and other pertinent information for permanent records.
- Types a variety of complex reports, tables, financial data or documents from brief oral directions, rough drafts, notes or transcribing machines.
- Provides employment verification.
- Conducts research and prepares reports.
- Explains and interprets facts and policies to other employees and the public about personnel procedures.
- Answers the telephone and gives authoritative information to the public and staff.
- Participates in the record keeping activities of the department and may verify the work of other employees.
- Enters and retrieves computer data. Provides information for establishing computer programs for data storage.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Personnel related issues.
- Correct English usage, spelling, grammar, punctuation and composition.
- Modern office methods, procedures and equipment, including telephone techniques.

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- District policies, rules and regulations, and appropriate sections of the governmental code pertaining to personnel services.
- Methods used in compiling compiles statistical reports.
- A variety of software applications including word processing, database, and spreadsheet packages.
- Data processing.
- Keyboarding.
- Safe working methods and procedures.

#### **Ability to:**

- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed.
- Proficiently operate computer and standard office equipment, including word processor.
- Make complex arithmetical calculations with accuracy and speed.
- Independently compose correspondence.
- Understand, carry out and give oral and written instructions.
- Maintain cooperative working relationships.
- Read, interpret and apply complex rules, regulations and policies.
- Type accurately 50 words per minute.

#### **Training and Experience:**

Equivalent to completion of the twelfth grade supplemented by courses in office practices or secretarial science. Five years of progressively responsible experience in Personnel and/or records management, or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### **PHYSICAL DEMANDS:**

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 sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.