

# Albany Unified School District

## POSITION ANNOUNCEMENT

**POSITION: SUBSTITUTE CLERICAL**

**SITE: VARIOUS**

**SALARY RANGE: \$16.69/hour**

**POSITION DESCRIPTION:** Under general supervision, perform a wide variety of difficult and/or specialized clerical work in a school or administrative office.

**DUTIES & RESPONSIBILITIES: E = Essential Duties**

1. Completes detailed clerical processes to prepare and maintain records and correspondence.
2. Inputs and retrieves a wide range of varied data to a computer student data or financial system.
3. Prepares and prints reports, forms, labels, transcripts, records, memos, requisitions pertaining to students, employees, and a variety of school operations.
4. Exercises independent judgment within a framework of policies and regulations pertaining to school operations.
5. Maintains confidentiality of student and employee information
6. Greets students and public and answers questions about school/district procedures, policies, and schedules.
7. Sets appointments and prepares correspondence for teachers and /or administrators.
8. Answers telephone calls and places calls to parents, students, vendors, and the public on behalf of the school.
9. Administers basic first aid.
10. Performs a variety of clerical tasks to support the school office and program.
11. Other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** Completion of high school or equivalent, or any combination of education, experience, or training that meets or exceed the requirements; skilled in the use of Microsoft Office, including Microsoft Publisher

**Requirements:**

Must have or be able to secure a valid California Drivers License; TB Clearance; Department of Justice Clearance

*Only Applicants Selected for an Interview will be Contacted*

**Application Procedure:**

A letter of interest, a classified employment application (<http://www.ausdk12.org/district/hr/applications/ClassifiedApp.pdf>), resume, and three current letters of recommendation should be to Albany USD, Human Resources – Marina Gonzalez, 1051 Monroe Street, Albany, CA 94706. Current employees only, may submit a letter of interest describing qualifications.

The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.