



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Substitute Clerk
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	9299
<b>Reports to:</b>	Supervisor
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Substitute Clerk perform duties, on as needed basis, to provide routine clerical support of limited complexity requiring the exercise of independent judgment in making decisions in accordance with the variety established rules and regulations.

**Essential Functions:**

- Type letters, memoranda, reports, forms, and invoices from rough draft, hand-written
- Copy verbal instructions or established procedures using word processing software; may compose letter independently
- Set up file folders by preparing subject or name heading; search files and keep up-to-date and current
- Meet and greet visitors, determine nature of visit, provide non-technical information and/or direct visitor to destination; may explain rules
- Receive and respond to a variety of inquiries by telephone or correspondence
- Operate copy machine to make copies of correspondence or other documents
- Perform routine mathematical computations following specific instructions or procedures
- Receive, open, sort and distribute mail to appropriate sections; deliver oral and written messages as instructed
- Wrap, weigh, and mail packages following established procedure
- Maintain routine clerical records, file or post routine data, correspondence, and reports
- Performs other tasks as assigned

**Knowledge, Skills, and Abilities:**

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to learn assigned clerical tasks within a reasonable time and to adhere to prescribed procedures
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed
- Ability to use telephone, copier, fax, personal computer, and printer

**Experience:**

- Minimum of six months to one-year related experience

**Education:**

- High School Diploma or Equivalent (required)



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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