



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-22

DISPATCH CLERK

Location: School Board Office

SUMMARY:

Under the direction and supervision of the Payroll Manager and Personnel Assistant, and the evaluation of the Assistant Superintendent, operates the Central Dispatch System and performs a variety of clerical duties in other departments including basic accounting, payroll and reception services.

DUTIES:

- Receives telephone and fax requests for on-call workers, organizes and enters absence information into the computerized personnel management system.
- Telephones and dispatches on-call workers throughout the District, including prioritizing placement and reorganizing dispatches when there is a shortage.
- Produces and distributes daily reports of absences and replacements to schools and reconciles differences.
- Ensures accuracy of information entered and notifies supervisors of problems and missing information/documentation.
- Checks and calculates time sheets biweekly; enters information using a data entry terminal; logs sick, vacation and overtime; assists in payroll processing.
- Performs a variety of clerical duties such as telephone, relaying messages, reception, filing, photocopying, typing documents and correspondence.
- Prepares and delivers bank deposits.
- Enters accounts payable and accounting data using a data entry terminal.
- Performs all duties with a high level of interpersonal skills.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting course or equivalent
- Minimum of two years office experience
- Successful completion of the District Clerical tests

Qualifications continued

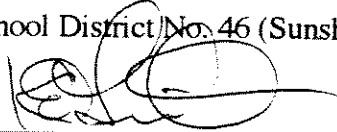
- Ability to operate standard office equipment
- Working knowledge of word processing and database management programs on a computer

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:

School District No. 46 (Sunshine Coast)



Secretary-Treasurer

March 26, 2002
Date

On behalf of:

C.U.P.E. Local 801



President

April 17, 2002
Date