



## School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-22

### **DISPATCH CLERK**

Location: School Board Office

#### **SUMMARY:**

Under the direction, supervision and evaluation of the Manager of Human Resources, operates the Central Dispatch System and performs a variety of clerical duties in other departments including payroll and reception services.

#### **DUTIES:**

- Receives leave requests and dispatches replacement workers, organizes and enters absence information into the Human Resources Information 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.
- Assists in payroll processing where required.
- Performs a variety of clerical duties such as telephone, relaying messages, reception, filing, photocopying, typing documents and correspondence.
- 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) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.


#### **QUALIFICATIONS:**

- Grade 12 graduation or the equivalent
- Two years office experience
- Successful completion of the District Clerical test
- 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  
July 24, 2019  
\_\_\_\_\_  
Date

On behalf of:  
C.U.P.E. Local 801

  
\_\_\_\_\_  
President  
July 4, 2019  
\_\_\_\_\_  
Date