



# SCHOOL DISTRICT #8 (KOOTENAY LAKE)

## JOB DESCRIPTION

**Status:** APPROVED  
**Date:** April 2001  
**Reviewed:** March 14, 2014  
October 2014  
February 12, 2016  
March 11, 2016  
April 8, 2016

### Job Title

Data Entry Clerk/Dispatch Clerk

### Job Summary:

An employee who, under the direction of Human Resource Services or Supervisor, ensures replacement for applicable staff, processes leaves of absences, performs data entry and other functions related to Human Resource Services, Payroll, and Accounting. Trouble shoot/help desk for questions and issues relating to absences and replacements including the automated dispatch system.

### Job Requirements:

1. Training in Payroll accounting with the completion of three (3) core Accounting/Business Administration courses from an accredited post-secondary organization OR completion of the Payroll Compliance Legislation, Payroll Fundamentals I and Introduction to Accounting from the Canadian Payroll Association or completion of first (1st) year studies in a CGA/CMA program OR completion of a recognized Office Administration program certificate from a post-secondary institution or equivalent business training institute. Two years of current experience in a job-related position.
2. Dispatches applicable staff for absences either manually or using the automated dispatch system.
3. Ensures system data is accurate and current. Assists in determining resolutions to problems due to hardware or software malfunctions and supports users by responding to problems and queries regarding the use of the system.
4. Runs and distributes reports as required and ensures information is accurate.
5. Reconciles absence and replacement information with Payroll.

Approved: April 15, 2016  
On behalf of CUPE Local 748:

A handwritten signature in black ink, appearing to read 'M. L. + Ham'.

Data Entry Clerk/Dispatch Clerk  
On behalf of School District No. 8 (Kootenay Lake):

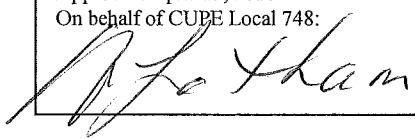
A handwritten signature in black ink, appearing to read 'D. Harty'.

6. Excellent communication skills and the ability to meet and deal effectively with employees.
7. Excellent data entry skills.
8. Performs electronic and manual filing.
9. Proven ability to operate a computer with word processing, spreadsheet, database and communication applications.
10. Works independently with minimal supervision.
11. Maintains strict confidentiality.
12. Strong organizational skills.
13. Must have understanding and knowledge of safe work practices.
14. Performs other job related duties as assigned.

**Job Conditions:**

1. Work is indoors in clean, well-lighted and heated buildings
2. Work can be stressful as there are time pressures and interruptions.

Approved: April 15, 2016  
On behalf of CUBE Local 748:



Data Entry Clerk/Dispatch Clerk  
On behalf of School District No. 8 (Kootenay Lake):

