

CLERK TYPIST II

DEFINITION

Under the general supervision of an administrator, performs a variety of clerical functions of above average difficulty, including typing, keyboarding, data entry and other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of clerical tasks, including, typing, keyboarding, data entry, proofreading, filing, and recordkeeping; compiles information and prepares reports and summaries
- answers the telephone and provides callers with routine information and data
- operates a multi-line telephone system
- assists the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices
- maintains a variety of alphabetical, numerical, and subject matter files and records
- types and enters data from rough draft and notes, prepares final copy of material that may involve the utilization of transcription equipment
- performs a variety of data entry functions using a computer terminal or micro-computer
- independently composes routine letters and memoranda
- receives, sorts, and distributes mail
- schedules appointments and receives visitors
- receives and distributes books and other instructional materials or equipment
- assists in the preparation and maintenance of permanent student records, including the record of grades, test scores, attendance information and a variety of confidential information
- assists in the processing of student transcripts and records
- receives money and prepares receipts for bank deposits
- maintains simple financial or statistical records
- contacts parents regarding pupil absences

QUALIFICATIONS

Knowledge of: Modern office procedures, methods, and techniques; English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including computer terminals and micro-computers; automated record storage, retrieval and management systems.

Ability to: Perform general clerical work of average difficulty with speed and accuracy; perform simple mathematical calculations with speed and accuracy; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships; remain flexible and work in a multitask environment with frequent interruptions and changes in task priorities.

***BILINGUAL positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.**

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of experience performing varied general office or clerical functions is required.

Education: Verification of a High School diploma, a GED certificate, or a higher degree, supplemental coursework in basic computer applications, data entry, record management and general office practices is preferred.

Certificate Requirement: For school site positions, verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.

11/2007