

### **CLERK TYPIST III**

#### **DEFINITION**

Under general supervision, performs complex and technical clerical tasks; coordinates and organizes specific and detailed operational activities within a work unit; performs other related duties as assigned and/or required.

#### **ESSENTIAL DUTIES**

- performs complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices and procedures of a specific work unit
- reviews, audits, and monitors the development of a variety of technical reports and statistical data
- locates and abstracts data from a variety of informational sources
- drafts statistical reports from various data
- answers technical questions concerning the work unit's area of responsibility
- prepares correspondence in response to technical questions
- establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogs
- types or keyboards from rough drafts and/or notes; may use transcription and/or word processing equipment and computer programs
- organizes and coordinates the preparation of documents and records including forms, bulletins, questionnaires, requisitions and a variety of other material, which may be of a highly technical and/or confidential nature
- initiates and receives telephone calls
- assists in the orientation and training of other clerical personnel
- operates a micro-computer to input and extract data from automated information management, storage and retrieval systems

#### **QUALIFICATIONS**

**Knowledge of:** Modern office practices, methods and procedures; appropriate English usage, spelling, grammar, punctuation and mathematical concepts, organization and project deadlines; standard office machines and equipment, including micro-computers; operational procedures, policies, rules and regulations specific to the assignment. **For Bilingual: knowledge of written and oral Spanish or other designated language.** \***BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.**

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**Ability to:** Perform complex and technical clerical work requiring accuracy and attention to detail; prepare clear and concise reports; accurately interpret legal mandates, District policies, rules and regulations and apply them to a variety of operational procedures; effectively organize and coordinate the work flow of the unit; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; develop project time lines and meet deadlines; establish and maintain cooperative working relationships; exhibit a tactful and helpful attitude to persons of varying socioeconomic and educational backgrounds, including School Board members, District administrators, community members, parents, teachers, students and co-workers; remain flexible and work effectively in an atmosphere of frequent interruptions and changes in task priority.

### PHYSICAL DEMANDS

- 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 extended 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 written and 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:** A minimum of three years of secretarial/clerical experience, preferably in an educational organization.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; coursework or training in business practices, word processing, automated record management, storage and retrieval systems is desirable.

**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