

CLERK TYPIST

DEFINITION:

Under supervision, performs a wide variety of routine clerical support duties in a District administrative office or school site in support of a District function or special program; performs related work as necessary or required.

CLASS CHARACTERISTICS:

Perform the more routine clerical and typing work, normally with supervision of District or Program Administrator available. Positions may travel from site-to-site to provide additional clerical assistance related to the program assigned, or positions may be assigned to support a specific program or function located at either the District Offices or a specific site.

EXAMPLES OF DUTIES:

Perform a variety of clerical work such as filing, compiling and recording information, proofreading; *E*

Answer telephone and may perform receptionist duties; *E*

Operate a variety of office and/or special equipment such as a typewriter, computer keyboard, laminator, slide projector or copy machine; *E*

May be called upon to:

Perform standard and statistical typing and do basic word processing;

Assist others in locating materials and equipment;

Schedule appointments, maintain calendars;

Receive, sort, distribute, dispatch mail;

Order, receive, store and/or distribute supplies;

Perform other duties as assigned.

SUPERVISION:

supervision is received from a District or Program Administrator.
Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern office methods, procedures, terms, and equipment, including a basic knowledge of word processing;

Appropriate English usage, spelling, grammar and punctuation;

Business office telephone techniques and etiquette;

Simple record keeping and filing procedures;

Basic mathematics.

E denotes an essential function of the job.

Ability to:

Utilize sound judgment in performing tasks and fulfilling responsibilities;
Perform a wide variety of clerical tasks;
Understand and carry out instructions;
Establish and maintain effective work relationships;
Receive and give information to others clearly, calmly, accurately and courteously;
Rapidly learn procedures, equipment and software used in the office assigned;
Sort, file, locate materials accurately;
Operate various office equipment, including typewriter/computer keyboard and basic word processing;
Perform simple mathematical computations.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the required education and experience. Typically this knowledge and these skills and abilities are acquired through some working or volunteer experience in an office environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push up to 25 pounds; most positions require working inside, some positions require travel to different locations; frequently sits; occasionally stands, walks, stoops, bends, kneels, and reaches over head; repetitively uses fingers on both hands simultaneously; uses a computer and telephone; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a typical office environment; may have direct contact with public, students and other district staff; may be exposed to minor contagious illnesses/diseases.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License.

Last revised 8/5/04

Reviewed with no revisions 12/13/07