

## **INTERMEDIATE CLERK TYPIST - BILINGUAL**

### **DEFINITION:**

Under general supervision, performs a wide variety of clerical duties in a District administrative office or school site; provides written and oral communications, and information in both English and in a designated language other than English; performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

Is distinguished from the class of Clerk Typist by performing work of moderate difficulty with less supervision from a District or Program Administrator available and, utilizes independent judgment in performing tasks and is expected to work productively in the absence of a direct supervisor. This class is distinguished from the classification of Intermediate Clerk Typist by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English. Positions in this class may be required to use bilingual skills and attend meetings to translate and interpret. May be assigned as the sole clerical employee in support of a District program.

### **EXAMPLES OF DUTIES:**

Perform a wide variety of moderately difficult clerical work involving typing memos, minutes provided by administrator and graphs, filing, gathering, compiling and recording information; *E*

Organize, log, batch and forward data and information, audit, correct and update data processing and other records; *E*

Answer telephones, may perform receptionist duties, does standard and statistical typing, word and data processing, in English and in a designated language other than English; *E*

Operate a variety of office equipment such as a typewriter, personal computer (PC), laminator, Fax or copier; *E*

Compose and/or proofread routine correspondence in both English and a designated language other than English; *E*

Receive, sort, distribute, dispatch mail;

Complete purchase requisitions and work orders;

May be called upon to:

Utilize bilingual skills while attending meetings in support of the program to which assigned;

Assist in interview processes when bilingual interpretation or translation is needed;

Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;

Schedule appointments and/or maintain calendars;

Assist and/or train others in use of specialized equipment and/or procedures;

Perform other duties as assigned.

*E denotes an essential function of the job.*

**SUPERVISION:**

General supervision is received from a District or program administrator.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Modern office methods, filing and record keeping systems/procedures, terms and equipment, including a basic knowledge of word processing;

Business office telephone techniques and etiquette;

Appropriate English usage, spelling, grammar and punctuation;

Appropriate usage, spelling, grammar and punctuation of a designated language other than English.

Business mathematics.

**Ability to:**

Speak, read and write in English and in a designated language other than English;

Rapidly learn school or office procedures and methods;

Work independently and utilize sound judgment in performing tasks and fulfilling responsibilities;

Accurately and quickly perform a variety of clerical work of moderate difficulty;

Operate various office equipment, including laminator, copier, Fax, typewriter, personal computer (PC), data and word processing programs;

Type/keyboard at a net corrected speed of 45 words per minute;

Sort, file, locate materials quickly and accurately;

Receive and give information to others clearly, accurately and courteously;

Perform mathematical computations with speed and accuracy;

Understand and carry out instructions;

Establish and maintain effective work relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the required education to succeed in the position. Typically this knowledge and these skills and abilities are acquired through graduation from high school and formal education in a language other than English and one or more years of experience working in an office environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits; occasionally stands, walks, stoops, bends, kneels, and reaches over head; uses a computer and telephone; communicates clearly and is able to understand normal voice conversation; repetitively uses fingers on both hands simultaneously; visual acuity sufficient to see small details in a typical office environment; works inside; may have direct contact with public, students, district staff and employees of other districts; frequently has high volumes of work under tight deadlines without direct guidance from supervisor.

**LICENSES REQUIRED:**

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

Class abolished 4/97, re-established 11/14/02

Revised 6/10/04

Reviewed with no revisions 12/13/07