

SENIOR CLERK TYPIST

DEFINITION

Under supervision, performs a wide variety of difficult clerical duties in an administrative office or school; performs related work as necessary or required.

CLASS CHARACTERISTICS

Is distinguished from the class of Intermediate Clerk Typist by the performance of difficult clerical work independently, or with very little direct supervision. Positions typically work in a setting wherein the supervisor delegates responsible aspects of the program to the incumbent who is expected to exercise good judgments, within established rules, practices, and policies, in carrying out tasks. Positions coordinate the work of subordinate clerical staff and are responsible for planning and completing work within established time parameters.

EXAMPLES OF DUTIES

Performs a wide variety of difficult clerical work, often involving statistical typing/keyboarding, checking, filing, maintaining and recording information; compiles information for reports and summaries; creates, modifies reports and reporting formats; utilizes a great degree of independent judgment in performing work tasks; operates a wide variety of office and/or special equipment including data and word processing systems; receives, responds to inquiries from public as well as school and district personnel; relates information clearly, effectively and with sensitivity and tact both orally and in writing; audits, corrects, updates information, records, data, procedures and policies; may input, retrieve information accessing computer based resources; receives, distributes, dispatches mail; trains subordinate staff and others as necessary and/or requested.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, terms, equipment, including data base and word processing computer applications, standard and specialized record keeping; appropriate telephone etiquette; English usage, spelling, grammar, punctuation; business mathematics, general principles of supervision and training; report preparation and research methodologies.

Ability to:

Perform a wide variety of responsible clerical work of above average difficulty and involving the use of sound, independent business judgments; work independently and with little direct supervision; perform mathematical calculations with speed and accuracy; type/keyboard at a net corrected speed of 50 words per minute; receive and give information to others clearly, accurately and courteously both orally and in writing; establish and maintain effective work relationships; coordinate work of others.

Education and Experience

Individuals possessing the knowledges, skills and abilities listed above are considered to possess the required education to succeed in the position. One year of experience performing responsible and varied clerical work.

Physical Demands and Working Environment

Safely lift, carry, push up to 25 pounds; frequently sits; occasionally walks, stands, stoops, bends, kneels, and reaches over head; repetitively uses fingers, both hands simultaneously; speaks clearly and hears normal voice conversation; sees small details; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff occasional in negative interpersonal situations; frequently works without direct guidance from supervisor, occasionally with high volume and tight deadlines.

Licenses Required

Valid and appropriate California Driver's License.