



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Clerk Typist**

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### **JOB SUMMARY:**

Under general 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 involving specific routine and broadly defined policies and procedures.

### **CLASS CHARACTERISTICS:**

The Clerk Typist performs diversified routine clerical and computer keyboarding 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.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Perform a variety of clerical work such as filing, compiling and recording information, proofreading;
- Assist in the development of records, inventories, index and cross reference files;
- Operate a variety of office equipment including a personal computer;
- Perform standard and statistical keyboarding and do basic word processing;
- Input data using computer or assigned software;
- Answer telephone and may perform receptionist duties;
- Receive, sort, distribute, dispatch mail;
- Assist others in locating materials and equipment;
- Order, receive, store and/or distribute supplies.

#### **Other Related Duties**

- Prepare memoranda, email, billing statements, and purchase orders within prescribed procedures;
- Schedule appointments, maintain calendars.

### **SUPERVISION:**

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

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Modern office methods, practices, procedures, terms, and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette;
- Simple record keeping and filing procedures;
- Alpha and numeric filing systems;
- Basic mathematics used to order and inventory, maintain records and perform other clerical duties.

### **Ability to:**

- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Perform clerical duties such as filing, word processing, data input, duplicating, and maintaining routine records;
- Understand and carry out instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- 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 standard and specialized office equipment, including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Prioritize numerous tasks and complete them under various time constraints;
- Answer telephones and greet the public courteously;
- Use alpha and numeric filing systems; Maintain records and files;
- Keyboard at a net corrected speed of 40 words per minute;
- Perform simple mathematical computations.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent.

### **Experience:**

- Six (6) months of working or volunteer experience in an office environment.

## **LICENSES REQUIRED:**

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

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

**Physical Demands:**

While performing the duties of this job, the position is frequently required to stand, walk, sit, carry, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally lift, push, pull, climb, stoop, crouch, reach, grip, and grasp. The work involves light to medium physical efforts; frequently exerts up to 20 pounds of force; may occasionally exert up to 50 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 23

Classified Bargaining Unit

Revised 8/5/04, 12/13/07, 4/5/12, 5/9/13

Job Description Review and Revisions Effective: 5/12/16