



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



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

Intermediate Clerk Typist - Bilingual

JOB SUMMARY:

Under general supervision of a District or program administrator, performs a wide variety of moderately difficult 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;

CLASS CHARACTERISTICS:

The Intermediate Clerk Typist-Bilingual is distinguished from the class of Clerk Typist by performing work of moderate difficulty with less supervision from a District or Program Administrator available, 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 are 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.

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 wide variety of moderately difficult clerical work such as preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- Utilize bilingual skills while attending meetings in support of the program to which assigned
- Perform standard and statistical keyboarding, word and data processing, in English and in a designated language other than English;
- Organize, log, batch and forward data and information, audit, correct and update data processing and other records;
- Answer telephones, may perform receptionist duties; greet visitors, in person or over the telephone, ascertain nature of business and provide information related to area of assignment in English and in a designated language other than English;
- Operate a variety of office equipment including a personal computer;
- Compose and/or proofread routine correspondence in both English and a designated language other than English;
- Review and prepare documents for entry of information into electronic data processing system. Enter and update information into system according to standard formats;
- Schedule appointments and/or maintain calendars;

- Ensure the timely distribution and collection of secured testing materials.
- Receive, sort, distribute, dispatch mail.

Other Related Duties

- Assist in interview processes when bilingual interpretation or translation is needed;
- May assist Personnel Commission staff in evaluating test results to score or determine applicant's level of bilingual skills;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Receive required documentation, maintain files and records, make computations and process payments for participation in a District administered program;
- Complete purchase and personnel requisitions and work orders;
- Assist and/or train others in use of specialized equipment and/or procedures.

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 Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Data preparation and presentation methods;
- Business mathematics.

Ability to:

- Speak, read and write in English and in a designated language other than English;
- Rapidly learn, understand and apply district or department rules, regulations, procedures and policies;
- 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 standard and specialized office equipment, including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Keyboard at a net corrected speed of 45 words per minute;
- Sort, file, locate materials quickly and accurately;
- Perform mathematical computations with speed and accuracy;
- 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.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- Three (3) to nine (9) units of college level intermediate courses (200 level or higher) in the designated second language or from a foreign country of the designated language (Note: It is the responsibility of the candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application) is preferred.
- Professional interpretation and translation certification in the designated second language is highly desirable.

Experience:

- One (1) year of office environment experience in any capacity.
- Experience working with English learner children and their families is highly desirable.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

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 may have direct and indirect contact with public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally stand, walk, lift, crouch, grip, and grasp. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 29

Classified Bargaining Unit

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

Revised 6/10/04, 12/13/07, 3/14/13

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