



Senior Clerk Typist

JOB SUMMARY:

Under general supervision, performs a wide variety of difficult clerical and technical office administrative duties in an administrative office or school requiring the use of independent judgment involving frequent and responsible public contact; provides for proper input and output of a variety of data; provides work direction to students, other clerical staff as assigned.

CLASS CHARACTERISTICS:

The Senior Clerk Typist is distinguished from the class of Intermediate Clerk Typist by the performance of difficult clerical work independently, or with very little direct supervision requiring a more thorough knowledge of the policies and procedures, regulations, and methods which impact upon their assigned duties. 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.

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 preparing memos, minutes, reports, formal letters, and policies and procedures provided by administrator, filing, compiling, maintaining and recording information, proofreading, document checking and verification;
- 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;
- Communicate with other agencies or departments to provide or obtain a wide variety of information;
- Schedule and coordinate meetings, conferences, and workshops as assigned including assembling, word processing and duplicating materials; maintain calendars;
- Perform technical responsibilities related to an assigned function such as compiling information from a variety of sources and preparing complex reports and summaries as required;
- Create, modify reports and reporting formats;
- Prepare and maintain complex logs, files and records;
- Operate a wide variety of office and/or special equipment including a personal computer;
- Perform standard and statistical keyboarding, word and data processing;
- Provide specialized information to others and serve as a resource regarding assignment program or function;

- Compose and/or proofread routine correspondence independently; prepare requisitions and purchase order forms.

Other Related Duties

- Input, retrieve information accessing computer based resources;
- Prepare presentations, graphs, and visual aids, by compiling and recording information;
- Maintain financial records as required by the assignment;
- Order supplies and materials as assigned;
- Monitor and maintain office or program budget according to established guidelines;
- Lead other personnel in the performance of difficult or varied clerical work;
- Receive, distribute, dispatch mail; train subordinate staff and others as necessary and/or requested.
- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from a District or Program Administrator. May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, terms, equipment, including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Basic record-keeping techniques;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation;
- Business mathematics;
- General principles of supervision and training;
- Financial and statistical recordkeeping techniques;
- Basic research method and report writing techniques;
- 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;
- Operate various standard and specialized office equipment including a personal computer;
- 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;
- Answer the telephone and greet the public courteously;
- Learn and interpret rules, regulations and instructions;
- Prioritize numerous tasks and complete them under various time constraints;
- Sort, file, locate materials quickly and accurately;

- Compose correspondence and written material independently;
- Assemble, organize, and prepare data for records and reports;
- Rapidly learn procedures and software as required;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Lead other clerical personnel in the performance of difficult or varied clerical work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Coordinate work of others.

EMPLOYMENT STANDARDS:

Education:

High school diploma or equivalent.

Experience:

Two (2) years of increasingly responsible clerical experience in an office environment.

LICENSES REQUIRED:

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 31

Classified Bargaining Unit

Revisions effective 4/97, 4/11/2013
Job Description Review and Revisions Effective: 5/12/16