

COAST UNIFIED SCHOOL DISTRICT

**JOB DESCRIPTION**

**TITLE CLERK / TYPIST**

**DEFINITION**

Under immediate supervision, performs varied clerical and related duties as required.

**EXAMPLES OF DUTIES**

Sorts, alphabetizes and files cards, records and reports according to defined standards. Checks records and forms for completeness and accuracy; answers routine questions or gives out standard information to other employees and the public, types purchase orders, memoranda, letters, list and other materials from copy, draft, or clearly defined sources. Proofreads typed material for grammatical and spelling errors; posts information on cards and records from already defined sources; makes simple arithmetical computations; operates standard office equipment.

**DESIRABLE QUALIFICATIONS**

Knowledge of office methods and equipment. Ability to understand and follow oral and written directions; index and alphabetize accurately; make simple arithmetical computations; operate a 10-key adding machine; type at a net speed of 40 words per minute from clear copy; and work cooperatively with others.

**EDUCATION AND EXPERIENCE**

Equivalent to the completion of the 12th grade with some experience and education in office procedures and record keeping. **Fluent in Spanish.**