



SECTION SECRETARIAL/CLERICAL PERSONNEL

AREA ALL LOCATIONS

TITLE CLERK TYPIST

QUALIFICATIONS:

1. Hold a minimum of a high school diploma.
2. Good typing, computer and office skills.
3. The ability to handle a variety of tasks and responsibilities easily and efficiently.
4. Such alternative or additional qualifications which demonstrate the following personality characteristics:
Enjoys working with people, cooperativeness, flexibility, discretion, attention to detail, neatness and accuracy.

REPORTING RESPONSIBILITY:

The Clerk Typist is directly responsible to the building principal, departmental administrator/supervisor or designee.

BACKGROUND OF POSITION:

All school and administrative offices require sufficient staff to handle a large number of clerical and record keeping duties which arise out of the operation of the office. The Clerk Typist is assigned to supplement the secretarial staff or to function alone in handling such clerical duties as may exist in a small office. The actual work schedule for each Clerk Typist will be determined at the discretion of the building principal or supervisor.

JOB GOAL:

The Clerk Typist performs a variety of clerical, typing and record keeping duties on a regular basis. The work of this position involves diversified assignments, carried out under general supervision, and may require the exercise of discretion in handling confidential materials.

TERMS OF EMPLOYMENT:

1. Hourly Employee; Part-time
2. Ten or Twelve Month Assignment

PERSONAL EVALUATION:

The Clerk Typist shall be evaluated in writing by the appropriate administrator or supervisor at least once a year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4220, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:



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1. Proficient with Microsoft Office, letters, records, reports, orders, schedules, etc.
2. Filing and maintains office records.
3. Post daily reports and records as required.
4. Answers telephone calls and interacts with the public.
5. Other duties assigned by Administration.

Adopted: 10/31/16