

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSTION TITLE:** Clerk Typist I

**DEPARTMENT/DIVISION:** Clerical

### **POSITION SUMMARY:**

Under direct supervision of department/site administrator or designee to perform a variety of general clerical typing, recordkeeping, or student service functions either at a school or in the District Office.

### **ESSENTIAL FUNCTIONS:**

1. Performs a wide variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
2. Assists in the registration of students.
3. Answers the telephone and waits on students or the general public, giving information as required
4. Prepares, posts to and maintains files and records of students, food service, purchasing, maintenance, inventory, personnel, and related business matters.
5. Contacts parents regarding student absences
6. Operates office equipment and keeps records as directed.
7. Prepares transcripts of students.
8. Types/prepares letters, reports, memoranda, library and textbook lists, library catalog cards, bulletins or other material from oral direction, rough draft, copy notes, or transcribing machine recordings.
9. Takes lunch counts and collects and accounts for monies.
10. Verifies student deposits.
11. Performs mathematical calculations.
12. Receives, sorts and distributes incoming and outgoing mail.
13. May fill in as a receptionist.
14. Assists with minor first aid, may dispense medication.
15. Assists with graduation activities.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required testing. High school diploma or equivalent required. General office training or business/computer courses.

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**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of basic computer skills including, but not limited to, Microsoft Word and Excel.
3. Ability to operate standard office equipment.
4. Ability to type at a speed of 40 words a minute from clear copy.
5. Ability to perform routine clerical work, including ability to make simple mathematical calculations.
6. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, district/school staff and the public.

Salary Range: 23

Board Approved:	HS:	8/78
	Elem:	8/78
Revised:	TUSD	3/27/01