

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Clerk Typist II

DEPARTMENT/DIVISION: Clerical

POSITION SUMMARY:

Under general supervision of department/site administrator to perform a variety of general clerical typing, recordkeeping, or student service functions either in a Departmental office or at a school.

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, 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. Maintains "hold report card" list.
9. Types/prepares letters, reports, memoranda, work orders, library and textbook lists, library catalog cards, bulletins or other material from oral direction, rough draft, copy notes, or transcribing machine recordings.
10. Takes lunch counts and collects and accounts for monies.
11. Maintains free and reduced lunch program.
12. Performs mathematical calculations.
13. Receives sorts and distributes incoming and outgoing mail.
14. May fill in as a receptionist.
15. Assists with minor first aid, may administer medication.
16. Makes appointments for school personnel.
17. May maintain records of departmental or school expenditures for supplies.
18. May prepare documents for electronic data processing.
19. May assist in assigning and reviewing the work of student assistants.
20. May organize honor roll and student of the month assemblies and certificates.
21. Maintains regular and prompt attendance in the workplace.
22. 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. One year of general clerical and typing experience comparable to that of a Clerk Typist I.

POSITION TITLE: Clerk Typist II

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 50 words a minute from clear copy.
5. Ability to perform clerical work of moderate difficulty without close supervision.
6. Ability to analyze situations accurately and adopt effective courses of action
7. 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. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
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 staff and the public.

Salary Range: 27

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