

HANFORD ELEMENTARY SCHOOL DISTRICT

Job Description

(BILINGUAL) CLERK TYPIST I/II

PURPOSE

To provide typing and general clerical support to a school site or department.

DISTINGUISHING CHARACTERISTICS

The Clerk Typist I is the entry-level for employees with limited skills and experience. The Clerk Typist II is the advanced level for employees hired with broader experience and higher skill levels, or promoted from Clerk Typist I after one year in the District and passing of the required skill test. The Bilingual Clerk Typist I/II is fluent in both English and Spanish.

SUPERVISION RECEIVED AND EXERCISED

The (Bilingual) Clerk Typist I/II works under general supervision of the department/site administrator or designee and does not exercise supervisory responsibilities over any other position.

ESSENTIAL FUNCTIONS: The (Bilingual) Clerk I/II may perform any or all of the essential functions listed:

Answers the telephone, acts as a receptionist, and assists students or the general public, giving and receiving information as required.

Types letters, memoranda, or other routine material from oral directions, rough draft, copy, notes, or transcribing machine recordings.

Sorts, logs, transfers, and files documents and records according to predetermined classifications, maintaining alphabetical, index, and cross reference files; student records and files such as cumulative files, attendance, and discipline records; and student body accounting records.

Performs arithmetical calculations and prepares standard reports.

Receives, sorts, and distributes incoming mail; processes outgoing mail.

OTHER DUTIES

Collects, counts, records, and deposits cash receipts from school fund raising events.

Performs minor first aid, dispenses prescription medication according to directions, takes temperatures, and maintains first aid supplies;

May direct the activities of student helpers; and

Performs related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Operation of standard office equipment including personal computers.

General office methods, practices, and procedures.

Ability to:

Perform routine clerical tasks including but not limited to typing, filing, copying, duplicating, answering phones and taking messages and other receptionist duties.

Spell correctly and make simple arithmetical calculations with accuracy.

Type at a rate of 35 words per minute (Bilingual) Clerk Typist I, or 45 words per minute (Bilingual) Clerk Typist II.

Communicate verbally and in writing in the English (Bilingual Clerks: and Spanish) language in a clear manner using correct grammar, spelling, punctuation, and pronunciation.

Learn, understand, and follow District policies and regulations, and school/department guidelines, procedures, and directions.

Establish and maintain effective, cooperative working relationships with staff, students, parents, and the public at large.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: (Bilingual) Clerk Typist I: One year of general clerical experience.

(Bilingual) Clerk Typist II: Two years of typing and general clerical experience, preferably to include word processing, data base, and/or spreadsheet programs.

WORKING CONDITIONS:

Environment: Office environment; subject to constant interruptions.

Physical Abilities: Hearing and speaking to exchange information in person or on the telephone; dexterity of hands and fingers to operate personal computer, typewriter, and other office machines; sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, and bending at the waist to retrieve files; and seeing to read written materials.

Adopted: 04/74
Revised: 11/04/92
Revised: 09/04/96