

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** Clerk Typist II (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
  2. High School Diploma
  3. Ability to type at least 40 words per minute.

**REPORTS TO:** Supervisor in charge

**JOB SUMMARY:**

This work involves the performance of complex and important clerical operations and requires the exercise of judgment based upon knowledge gained through experience. Such decisions made, however, are in accordance with established precedents or departmental policies. The variety and difficulty of the work differs among positions; but, where the work is routine, there is an added responsibility for finality of action and the more difficult and important work is performed under closer supervision. In all cases, advice and assistance are available in handling unusually difficult or important matters. Subject matter and speed of typing is not a factor in distinguishing this class from Clerk Typist I.

**ESSENTIAL JOB FUNCTIONS:**

1. Types forms, accounting and financial statements, letters, payrolls, receipts, case histories, vouchers, departmental reports, various permits and other reports from rough draft, dictating machine or instruction.
2. Composes and types correspondence, requiring knowledge of departmental operations and regulations, which will be reviewed by a supervisor.
3. Performs computations and posts to statistical and other records requiring knowledge of complex regulations and follows up discrepancies by personal contact or correspondence. May supervise several clerical employees engaged in posting, filing, sorting, taking dictation and typing clerical or other routine work; sees that procedures are followed; maintains production and checks the more difficult work.
4. Examines applications for insurance and certification and determines compliance with laws, rules and regulations, reports discrepancies to a supervisor or follows up in person and by correspondence to obtain further information.
5. Maintains general office files, simple account records and a variety of other office records.
6. Answers telephone or acts as office receptionist, routes visitors and calls, secures and gives out information to the public in reference to departmental services, policies or regulations.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Supervision may be exercised over a few employees assisting with routine details.
2. Performs such other office duties as may be assigned.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc..
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must be able to handle numerous duties:
  - A. Fine Motor Skills
    - 1) Typing
    - 2) Copying
    - 3) Adding machine
    - 4) Computer
    - 5) Filing
    - 6) Binding
    - 7) Writing
  - B. Grasping
    - 1) Manuals
    - 2) Boxes
    - 3) Journal

**TERMS OF EMPLOYMENT:** 12 months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_  
(Incumbent)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number