

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Communications Department Clerk Typist (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.
4. Aptitude for general clerical duties
5. Aptitude with computer technology
6. Two (2) years of experience in which clerical, and/or graphic design/layout, and/or desk top publishing work was/were the major duty(ies). (Full-time training in a business office machines, computer keyboarding, graphic design, secretarial science or related curriculum in a vocational technical or business school may be substituted for the required experience on a month-by-month basis. College training may be substituted for the required experience on the basis of 30 semester hours for one (1) year of experience.)

REPORTS TO: Director of Communications

JOB SUMMARY:

This is important, varied clerical and desk top publishing work entailing responsibility for the independent performance of duties. The job requires the use of judgement in making decisions in accordance with policies and practices of the Communications Department and the laws or regulations controlling its operation. This need may arise (1) because some job responsibilities do not lend themselves to an established routine, or (2) because established procedures require the employee to make final and responsible decisions. The employee frequently develops and refines his/her own routine and is required to carry work to completion. Work is most often performed under general supervision. Most work reaches these employees in the normal flow of office operation. The employee must possess high levels of accuracy in work and must be able to work well with in short deadlines. Excellent interpersonal communication skills are essential. The work requires the ability to format written materials, using computer technology and desk top publishing software, such as PageMaker, Quark Express, Word, Excel, etc. The employee often works closely with the Supervisor to format a variety of materials and often provides finished copy ready for printing. The employee must be able to manage several projects simultaneously.

ESSENTIAL JOB FUNCTIONS:

1. Type letters, memoranda, forms, and other materials from a rough draft, dictating machine, or instructions.
2. Compiles, edits, and types regular and special reports concerning the operations of the departmental records and outside sources and compiles various breakdowns of data.
3. Examines, checks, and verifies statistical and other reports for completeness, propriety, adequacy, and accuracy of computation; determines conformity to established requirements and personally follows up the more complicated discrepancies.
4. Acts as clerical assistant to an administrator, composes important correspondence frequently without instruction, interprets administrative decisions and policies as explained by supervisor, relieves the administrator of all clerical detail and minor administrative matters and transmits orders and instructions with the authority of the supervisor.
5. Formats and enters data by computer to provide written materials such as brochures, newsletters, presentations displays, reports, etc.
6. Maintains computer database of varied information.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

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 and extended, frequent use of the telephone.
3. Must tolerate long periods of time using a computer keyboard and viewing a computer screen.
4. Must tolerate long periods of sitting throughout the shift.
5. Must tolerate frequent periods of walking throughout the shift.
6. Must on occasion lift and carry file boxes, books~ manuals, catalogues, files, records, etc.
7. Must be able to bend and stoop in performing job duties.
8. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects. filing, typing, shredding, and computer runs.
9. Must be able to handle numerous duties:
 - A. Fine Motor Skills
 - 1) Typing
 - 2) Copying
 - 3) Adding Machine
 - 4) Computer entry
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

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

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

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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: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee