

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

**TITLE:** Clerk Typist III (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. Two (2) years of experience in which clerical work was the major duty. (Full-time training in a business office machines, 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:** Supervisor in charge

**JOB SUMMARY:**

This is important and varied clerical and typing work entailing responsibility for the independent performance of duties which requires the exercise of judgment in making decisions in accordance with policies and practices of the department served and the laws or regulations controlling its operation. This responsibility may arise from the fact that the operations are of a type for which a routine cannot be established or because the application of established procedures requires the making of final and responsible decisions. Employees in this class frequently develop and refine their own routine and are required to carry their work to completion. Work is performed under general supervision and specific assignments are seldom necessary, since most work reaches these employees in the normal flow the within office. The work may not be reviewed in the absence of complaints. Supervision is frequently exercised over a number of clerical employees.

**ESSENTIAL JOB FUNCTIONS:**

1. Types letters, memoranda, forms and other materials from rough draft, dictating machine or instructions. Types a wide variety of material on a magnetic keyboard typewriter not requiring complex document assembly.
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. Performs semi-technical clerical work involving the exercise of independent and subordinate clerical employees in the technical phase of the work.
4. Plans, organizes and assigns the work of a number of subordinates, maintains production, develops and revises procedures and reviews difficult work.
5. Examines, checks and verifies complex 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.
6. 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.

**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.
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 out forms
  - B. Grasping
    - 1) Manuals
    - 2) Boxes
    - 3) Journals

**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**

**Original- Human Resources Dept.**

**Copy - Supervisor**

**Copy - Employee**

**(Rev. 11/07)**