

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

**TITLE:** Construction 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:** Chief of Construction

**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 of the construction department or review with Supervisor. The variety and difficulty of the work may differ depending on assignment, 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.

**ESSENTIAL JOB FUNCTIONS:**

1. Types letters, contracts, transmittals, reports, request for proposals/quotes, and forms from rough draft or instruction
2. Composes and types correspondence requiring knowledge of construction department operations which will be reviewed by a supervisor
3. Maintains general office files, internal project account records, and other construction project files and documents
4. Enters purchase orders for construction related funded items/work utilizing MUNIS software program
5. Answers telephone and acts as construction department receptionist
6. Monitors and responds to email correspondence relative to job functions
7. Recieves quotes and proposals for supervisor review
8. Assists with construction project bid process

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

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

**(Incumbent)**

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

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