

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** CLERK TYPIST

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs routine typing and clerical duties in support of a school or District function.

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**DISTINGUISHING CHARACTERISTICS:**

The Clerk-Typist is the entry-level classification and incumbents perform routine and repetitive typing and clerical duties under direct supervision. The Intermediate Clerk-Typist performs a variety of typing and clerical duties requiring basic knowledge of an assigned school or District function. Duties are performed independently or under general supervision. The Senior Clerk-Typist performs complex clerical duties requiring the exercise of independent judgement and knowledge of District policies, procedures, and regulations. Incumbents typically serve as sole clerical support for an assigned function or may oversee the work flow of subordinate office staff.

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**REPRESENTATIVE DUTIES:**

Types letters, memoranda, bulletins, reports, or other materials from straight copy or rough drafts.

Receives visitors and refers telephone calls and visitors to proper persons or locations; answers routine questions according to established guidelines.

Maintains records, inventories, index and cross reference files.

Receives, sorts and distributes incoming and outgoing mail.

Duplicates items; packages, and distributes completed copies.

Assures the timely distribution and receipt of a variety of records, reports, and bulletins as directed.

Performs clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.

Performs routine typing of reports from detailed copy; proofreads completed typing assignments.

Makes telephone calls as directed.

Operates a variety of office equipment, such as typewriters, calculators, and copy machines.

Performs other related duties as required or assigned.

**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to and takes direction from various certificated and classified personnel.

Internal Contacts: Teachers, Health Care Assistants, Instructional Assistants, Principals, Secretaries or other clerical personnel, and students.

External Contacts: PTA members, program committees, parents, and the general public.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures, and equipment.

Basic record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Telephone techniques and etiquette.

Operation and proper use of standard business machines.

***ABILITY TO:***

Learn the procedures and routines of an assigned office.

Perform clerical duties such as filing, duplicating, typing, and maintaining simple records.

Operate office machines including duplicating machines, a typewriter, and a calculator.

Make simple arithmetic calculations quickly and accurately.

Understand and follow both oral and written directions.

Meet schedules and time lines.

Type at thirty-five (35) net words per minute from clear copy.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to : (1) Graduation from high school; including or supplemented by courses in typing, bookkeeping and other office skills; and (2) Some experience in the performance of general office work is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

None

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PREPARED BY:      Classified Personnel Department      DATE: 1/89

APPROVED BY:      Board of Trustees      DATE:

APPROVED BY:      Personnel Commission      DATE: