

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** INTERMEDIATE CLERK TYPIST

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of clerical duties in support of a school or District function; types, files, answers phones, and maintains records as assigned.

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**DISTINGUISHING CHARACTERISTICS:**

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 Clerk-Typist is the entry-level classification and incumbents perform routine and repetitive typing and clerical duties under direct supervision. The Senior Clerk-Typist performs complex clerical duties requiring the exercise of independent judgment 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 support staff.

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**ESSENTIAL DUTIES:**

Prepares letters, memoranda, bulletins, reports, schedules, lists, forms, or other materials from straight copy or rough draft.

Performs clerical work such as posting records, making arithmetic computations, and securing information for assigned supervisor, classroom teachers and other staff members.

Greets students, the public or staff; provides routine information and directs inquires to the appropriate persons or offices.

Maintains a variety of logs, records, and files related to school or District activities involving monies, enrollment, attendance, residence, health, academic achievement test scores.

Utilizes various methods of communication to take messages, answer questions and respond to directives.

Accesses information via District's computerized records-management systems.

Distributes, receives and verifies accuracy of various District forms.

Duplicates and distributes a variety of records, bulletins, reports, and other materials as directed.

Sorts and distributes incoming United States and intra-district mail.

Operates a variety of office equipment such as a typewriter, computer terminal, calculator, and duplicating machines.

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**OTHER RELATED DUTIES:**

Assists in maintaining records related to staff attendance; assists as directed in contacting substitute teachers and other support staff.

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May count monies; records totals and maintains appropriate financial records as directed.

May assist in health office.

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**OTHER RELATED DUTIES:**

Assists in maintaining records related to staff attendance; assists as directed in contacting substitute teachers and other support staff.

May count monies; records totals and maintains appropriate financial records as directed.

May assist in health office.

Assists in registering new students and assures that enrollment forms are completed properly; sends for student transcripts and establishes student records, cards, and files as appropriate.

Schedules appointments and meetings; maintains various schedules and calendars.

Assists in ordering and issuing of materials, supplies and equipment to students and staff.

Performs other related duties as required or assigned.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to and takes direction from an assigned supervisor.

Internal Contacts: Frequent contact with school and other district personnel along with some amount of contact with students — dependent upon the work locations.

External Contacts: Some contact with vendors and parents, depending upon the work assignment; contact with clerical and other employees of various school districts and public agencies; continuing contact with the general public.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures, and equipment.

Record-keeping techniques and filing systems.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing skills.

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Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills; using tact, patience, and courtesy.

Operation and proper use of standard business or office machines.

### ***ABILITY TO:***

Operate a variety of software programs.

Learn the procedures and routines of a school or District office.

Perform a variety of clerical duties including typing, filing, duplicating, and maintaining records.

Make arithmetic calculations quickly and accurately.

Understand and follow both oral and written directions.

Keyboard at forty (40) words net per minute from clear copy.

Maintain confidentiality and utilize discretion in all communications.

Operate a wide variety of office equipment.

Meet schedules and time lines.

Learn to interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain accurate records and files.

Communicate effectively both orally and in writing.

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; and (2) one year of general clerical experience involving typing, computers, filing, and answering phones.

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### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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**LICENSES AND OTHER REQUIREMENTS:**

None

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PREPARED BY:	Classified Personnel Department	DATE: 1/89
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/89
REVISED BY:	Personnel Commission	DATE: 11/23/04

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