WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SENIOR CLERK TYPIST

BASIC FUNCTION:

Under the general direction of an assigned supervisor, performs a variety of responsible and technical clerical duties in support of an assigned supervisor; coordinates office activities and oversees work flow of subordinate clerical staff as assigned.

DISTINGUISHING CHARACTERISTICS:

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. 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.

ESSENTIAL DUTIES:

Performs a variety of technical clerical functions in support of an assigned supervisor; coordinates office activities to reduce administrative detail for the assigned supervisor.

Performs technical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State, or Federal regulations; communicates with other agencies or departments to provide or obtain a wide variety of information.

Receives and screens phone calls and visitors; provides information and directs inquiries and visitors to the proper person or office; provides technical information concerning policies and procedures of assigned program or office according to established guidelines.

Provides technical information concerning policies and procedures of assigned program or office according to established guidelines.

Independently or from oral instruction, prepares correspondence or other forms of communication, requesting or providing information or letters concerning departmental information.

Prepares, and duplicates a variety of items including proposals, purchase orders, contracts, reports, agendas, minutes, and student records.

Accesses information via District's computerized records management systems.

Schedules appointments, meetings, or conferences for supervisors and others.

Coordinates and prepares materials for meetings, conferences and workshops.

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

Prepares and maintains detailed and complex logs, files, and records and inventories.

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

OTHER REPRESENTATIVE DUTIES:

May be assigned to collect, account for and deposit monies collected in conjunction with fundraising and other school activities.

May prepare and maintain detailed records related to attendance and payroll for classified, certificated, and hourly personnel as assigned.

May monitor and maintain departmental budgetary data and other financial records.

May type requisitions and processes invoices, count monies, records totals and maintains appropriate records.

May assure the timely receipt and distribution of a variety of records, reports, and materials; requests or provides information as necessary to assure completeness and accuracy.

May train and provide work direction and guidance to student workers and/or assigned personnel, monitoring work flow, and efficient office operation.

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

May receive, screen, and route mail.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	(1) Reports to and takes direction from an assigned supervisor. (2) May provide direction to an assigned subordinate clerical position or student helpers.
Internal Contacts:	Frequent contact with school and other district personnel at all levels.
External Contacts:	Continuing contact with personnel of other public agencies, parents, and the general public.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an assigned office.

Modern office practices, procedures, and equipment.

Receptionist and telephone techniques and etiquette.

Basic financial accounting, record keeping and filing techniques.

Appropriate terminology and vocabulary of the assigned department.

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

District organization, operations, policies, and objectives related to assigned function.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills; using tact, patience, and courtesy.

Research techniques.

Preparation of reports, correspondence, and other written communications.

ABILITY TO:

Operate a variety of software programs.

Perform responsible and complex technical work involving independent judgment, and requiring accuracy and speed.

Maintain confidentiality and utilize discretion in all communications.

Establish and implement revised office procedures as needed, and in accordance with established guidelines.

Understand and interpret rules and written directions, and apply them to specific situations.

Compose correspondence independently.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Perform research.

Perform work independently with minimal supervision.

Plan, organize, and prioritize work.

Train and provide work direction to others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Keyboard at forty-five (45) words net per minute from clear copy.

Make arithmetic calculations quickly and accurately.

Understand and follow both oral and written directions.

Operate a variety of office equipment such as a typewriter, computer terminal, calculator, duplication and Dictaphone machines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) Graduation from high school; including or supplemented by business courses; and (2) Two years of increasingly complex and varied clerical experience.

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.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Driver's License.

PREPARED BY:	Classified Personnel Department	DATE: 1/89
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/99
REVISED BY:	Personnel Commission	DATE: 11/23/04

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