

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE:	Intermediate Clerk	CLASS CODE: 945
	Intermediate Clerk Typist	CLASS CODE: 944

CHARACTERISTICS OF THE CLASS:

This series describes two classifications used to perform a wide variety of moderately difficult and complex clerical tasks.

Intermediate Clerk	Under general supervision, performs a wide variety of clerical and office work in assigned function; performs related duties as required.
Intermediate Clerk Typist	Under general supervision, performs a variety of clerical and typing work involving specific routines and broadly defined policies and procedures; types documents such as letters, reports, bulletins, charts, curriculum guides, handbooks, lists, forms, or other materials from rough draft, marginal notes, or verbal instructions; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journeyman level of the clerical series, and incumbents must possess sufficiently developed skills to handle all but the most complex matters. Both classifications may be assigned in a wide variety of situations in the district, and there may be considerable contact with the public and students. Following initial instructions and within the scope of the assignment, employees in these classes are expected to exercise judgment and discretion in problems which arise.

The Intermediate Clerk Typist classification is distinguished by the requirement for typing skills and the percentage of time spent on typing tasks.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class).

Answers telephone or waits on counter; answers inquiries requiring knowledge of services, procedures and practices; may serve as a receptionist to students, staff and the public; compiles information from a variety of sources and prepares forms and/or reports; reviews documents for accuracy, completion and conformance to established procedures; compiles and tabulates statistical data; develops and maintains files and records; orders, stores and issues supplies and materials related to function to which assigned; receives and accounts for fines or fees; sorts and distributes mail; posts data to a variety of records/forms; maintains

calendars and bulletin boards; schedules appointments, conferences, and interviews; drafts letters from verbal instructions; may enroll students and perform activities related to their registration, attendance, transfer and cum folders; may disburse and retrieve school textbooks; may perform clerical work in a school library including sorting and shelving books, issuing and receiving library materials, typing and filing cards in catalog drawer, assisting students and teachers in locating books and periodicals, and mending books; may be required to perform work on the latest office machines, including, but not limited to: word processing equipment, on-line computer terminals, printer, scanners and related equipment; may supervise student assistants.

QUALIFICATIONS:

Education and Experience: Previous experience in office clerical and/or typing work.

Knowledge and Abilities:

Knowledge of office practices, procedures and telephone techniques;
Knowledge of English usage, spelling, grammar and punctuation;
Knowledge of basic mathematical concepts;
Ability to learn, interpret and apply policies and procedures related to assigned function;
Ability to perform responsible clerical work with speed and accuracy;
Ability to follow verbal and written instructions with a minimum of direction;
Ability to alphabetize materials quickly and accurately;
Ability to communicate effectively with staff, students and the public;
*Ability to type at a speed of not less than 45 wpm.

Physical Characteristics: With or without the use of aids: sufficient vision to see small print; sufficient hearing to hear normal and telephone conversation; sufficient dexterity to write, operate telephone, typewriter and business machines.

*Intermediate Clerk Typist classification only.

Intermediate Clerk Board Approved: 3/27/77
Intermediate Clerk Typist Approved: 3/6/79
Revised: 10/27/81
Revised: 2/10/87