

TYPIST-SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS:

This position provides secretarial and clerical support to a unit or department. While the specific duties vary with the needs of the office, the incumbent provides skilled keyboarding services in addition to a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. In addition, this position has assigned duties for the routine supervision and care of school-age children as well as the maintenance of order and discipline in a school during assigned periods of the day. Work is performed under direct supervision of a school principal or other administrative staff. Supervision of others is not normally a function of this class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title (Since this is a combination of Typist and School Monitor, this position performs all of the functions of Typist and School Monitor). It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases;
2. Gathers, extracts and copies information for use by technical and professional staff;
3. Receives calls and callers and gives out routine information;
4. Files correspondence, memoranda, reports, and other materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction;
5. Reviews records and documents for completeness, compliance with departmental standards and for accuracy;
6. Indexes materials and performs simple record-keeping tasks;
7. Performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities;
8. Supervises students as needed in the hallway, dining area, gymnasium, intervention rooms, and other activity areas;
9. May guide children safely across streets and intersections;
10. Monitors students in parking lots and supervises the loading of buses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business English necessary to recognize and correct common errors in correspondence, records, and reports;

Knowledge of arithmetic to verify calculations and report on work activities;

Knowledge of record keeping necessary to organize data from several sources, scheduling, and for maintaining a record system using running balances;

Skill in operating office automation equipment sufficient to produce work accurately and efficiently;

Ability to operate a keyboard at not less than 35 words per minute;

Ability to learn software packages for word processing to produce a variety of information;

Ability to understand and follow oral and written directions;

Ability to learn and work within departmental procedures and guidelines;

Ability to provide basic information and direction to the public;

Ability to learn classroom routines;

Ability to get along well with children and command their respect;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

TYPIST-SCHOOL MONITOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

NOTE: A performance test in keyboarding will be required.

CL1427

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