

TYPIST CLERK III

DEFINITION

Under general supervision, perform specialized and responsible clerical tasks; responsible for a functional unit of activity which may include leading, coordinating and organizing the functions and activities of clerical personnel; and do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical clerical work involving analysis of a variety of materials and a thorough familiarity with policies, practices, terminology and applicable legal provisions; may organize, coordinate and lead clerical personnel; compile a variety of narrative and statistical reports, including attendance and enrollment data; investigate, search and locate sources of information; devise forms to compile and abstract data, and determine report formatting; answer complex and technical questions, and prepare correspondence which may include information pertaining to technical data, detailed explanations of law, policies or procedures; perform complex and technical clerical functions using independent judgment and referring only unusual matters to supervisors; establish and maintain alphabetical, numerical, subject matter and other classification files and catalogues; type from rough drafts and notes using transcription equipment; may coordinate the preparation of documents and records for microfilming; prepare indices and cross reference files concerning a variety of files and records; initiate and receive a variety of telephone and personal contacts from District employees and the public concerning the technical and responsible functions of the work unit; may assist in the orientation and training of clerical personnel; may receive money and prepare receipts for bank deposits; may maintain financial or statistical records; may operate a computer terminal performing a variety of computerized functions, including information management, storage, system retrieval and word processing; may assist District personnel and the general public in completing a variety of forms and documents; coordinate posting of information and data to records and files which have legal, administrative or confidential significance.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;
Basic techniques and strategies of planning and organization;
Standard office machines and equipment, including transcription equipment and computers;
Operational procedures, policies, rules, regulations, and legal provisions specific to the assignment;
Basic knowledge of a complex data retrieval system.

Ability to:

Make simple arithmetical calculations with speed and accuracy;
Perform complex and specialized clerical work utilizing independent judgment and requiring speed and accuracy;
Prepare clear, concise, and comprehensive reports;
Organize, coordinate, and lead the work of other clerical personnel;
Accurately interpret legal mandates, District policies, rules, and regulations, and apply them to a variety of operational procedures;
Understand and carry out oral and written directions;

Ability to (continued):

Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, office management, record management and storage and retrieval systems.

Experience:

Two years of responsible or specialized clerical experience, preferably in an educational organization.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I