

VICTOR ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION  
(Classified Bargaining Unit)

**POSITION:**

**BILINGUAL CLERK TYPIST**

**POSITION  
DESCRIPTION:**

Directly responsible to the supervisor of the assigned department. Performs a variety of clerical, record keeping, public relations activities, and office support duties in order to support a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB  
FUNCTIONS:**

1. Assists in clerical duties as directed by their supervisor
2. Greets and assists visitors, students, parents, and staff
3. Communicates and serves as liaison with parents, district personnel and outside agencies to exchange information and/or resolve issues or concerns
4. Types and proofreads routine correspondence and documents
5. Keeps records and prepares required reports
6. Enters data and checks for accuracy
7. Answers phones, takes and forwards messages
8. Performs duties in compliance with District policies, regulations, and procedures
9. Receives, sorts, and routes all incoming mail
10. Maintains calendars
11. Assists with secretarial duties
12. Prepares requisitions and purchase orders
13. Checks deliveries against requisitions and maintains stockrooms
14. Processes all other job-related required reports
15. Reports all safety, sanitary and fire hazards to their supervisor
16. Communicates and works cooperatively with sites, co-workers, and/or departments
17. Attends trainings and meetings as directed
18. Interprets/translates communication in Spanish and English for staff, parents and visitors
19. Performs other related duties as directed

**MINIMUM  
QUALIFICATIONS:**

**Requirements:**

- Type accurately at a speed not less than 30 net words per minute
- Fluent in speaking, writing and reading Spanish

**Knowledge of:**

- Routine office procedures, methods and equipment
- Current office-based computer programs
- English usage, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- Proper lifting techniques

**Ability to:**

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing in Spanish and English
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

**EXPERIENCE:**

**Required:**

- One year of varied clerical experience or training

**Desired:**

- Prior employment in a clerical position in a public school district

**EDUCATION:**

**Required:**

- High School Diploma or equivalent

**WORKING  
CONDITIONS:**

**Environment:**

- Extensive public contact
- Busy and fast-paced office setting

**Physical Demands:**

- Hearing and speaking to exchange information in Spanish and in English
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor