

CLERK TYPIST II

DEFINITION

Under general supervision, to perform a wide variety of clerical and typing activities of moderate difficulty, involving specific routines and broadly defined policies and procedures; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for a wide variety of clerical functions in an assigned program. Incumbents must be able to handle all but the most complex matters. Following initial instruction and within the scope of the assignment, employees in this class are expected to exercise judgment and discretion in the handling of problems which arise.

ESSENTIAL FUNCTIONS

Answers phone or waits on counter, answering inquiries requiring knowledge of services, procedures and practices.

Compiles and tabulates statistical data and provides statistical information as requested.

Orders, stores and distributes supplies and materials, maintains records and distribution.

Receives and accounts for fines or fees.

Maintains simple financial records and assists in balancing books and preparing statements.

Prepares miscellaneous office forms, such as bills, vouchers, receipts, lists, schedules, enrollment forms, notices and payroll slips.

Maintains alphabetical, index, and cross-reference files.

Types documents such as letters, bulletins, charts, handbooks, and lists from rough draft, notes or verbal instructions.

Operates miscellaneous office equipment such as calculator, typewriter, copy machine, word processor and other computer related equipment.

QUALIFICATIONS

Knowledge of:

Personal computers and related software, i.e. word processing. Modern office methods, practices and telephone techniques; correct English usage, spelling, grammar, and punctuation; basic mathematical concepts.

Ability to:

Perform responsible clerical work with speed and accuracy; prepare and maintain accurate and complete records and reports; communicate effectively with staff, students and the public; operate standard office machines including word-processors, on-line computer terminals, printers and related equipment; follow verbal and written instructions with a minimum of direction; type at a speed of 40 net words per minute; maintain cooperative relations with students, teachers, co-workers, and the general public; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter and other business machines.

Experience:

One year of general clerical experience; school district experience desirable.

Education:

Equivalent to completion of the twelfth grade.