

CLERK TYPIST IDEFINITION

Under direct supervision, to perform a variety of routine but responsible clerical support duties, including typing, filing, telephoning, record keeping and/or student services functions; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are considered entry level in the clerical series. Duties are standardized and regularly or frequently repeated, with specific guidelines and established procedures. In cases where duties are other than routine, immediate, and direct supervision or guidance is available.

ESSENTIAL FUNCTIONS

Performs a variety of clerical activities related to the functions of the assigned program, including typing, proof reading, filing, sorting, and checking.

Posts information to records and fills in forms.

May be required to perform work on the latest office machines, including, but not limited to, word processors, computers, printers, and related equipment.

Sorts and files documents and records according to predetermined classifications, maintaining alphabetical and numerical files.

Performs basic mathematical calculations.

Receives, sorts, and distributes incoming and outgoing mail.

Prepares routine reports as required.

May answer the telephone and wait on a public counter, giving information on routine, procedural, or directional questions.

May act as cashier, receiving money, issuing tickets, and keeping simple records of transactions.

QUALIFICATIONSKnowledge of:

Correct English usage, grammar, punctuation, and spelling.

Ability to:

Perform routine clerical work with speed and accuracy; perform basic arithmetical calculations; type at a speed of 35 words per minute; communicate effectively with staff, students and the public; Establish and maintain cooperative relations with those contacted in the course of work; students, teachers, co-workers and the general public; learn the operations, procedures, policies of the assigned office or program unit; learn to operate standard office equipment/machines such as calculators, copy machines, word-processors and computers; understand and carry out oral and written directions; within six months of employment to acquire and maintain certificates in CPR and First Aid. 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 telephone, typewriter and other business machines.

Experience:

This is an entry level position.

Education:

Equivalent to completion of the twelfth grade.

*Approved: 7/1/71; Revised: 3/3/92*