

CLERK TYPIST III

DEFINITION

Under general supervision, to perform a wide variety of difficult and responsible clerical duties related to the specialized function to which assigned; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class must possess a thorough knowledge of policies, rules and regulations pertinent to the program. Duties are assigned with only general instructions as to procedures to be followed. The Clerk Typist III differs from Clerk Typist II in the high degree of independence exercised in completing assignments and the specialized knowledge required.

ESSENTIAL FUNCTIONS

Performs a variety of difficult clerical support duties including typing, filing, record keeping and/or student services functions related to the assigned unit.

May perform secretarial duties for an administrative official.

Performs a wide variety of difficult clerical work including typing, checking and recording information, compiling information, preparing reports and maintaining file systems.

Answers telephone, greets visitors and responds to inquiries regarding program or school policies, procedures, and activities.

Composes correspondence and prepares reports independently or from verbal instructions.

May perform attendance, record keeping and related activities at a secondary school.

May train and supervise clerical assistants and/or student assistants.

May perform duties at a school site such as registering students, preparing attendance reports, and providing clerical assistance in a counseling office.

Maintains records of budgetary accounts.

QUALIFICATION

Knowledge of:

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

Ability to:

Learn and interpret specific rules, laws and policies and apply them with good judgement in a variety of situations; perform responsible and difficult clerical work with accuracy and speed; compile, maintain, and submit accurate and complete records and reports; make accurate arithmetical calculations and maintain basic accounting records; meet the public, students, and school officials tactfully and courteously and to answer questions or obtain information over the counter or by telephone; type at a speed of 40 net words per minute; 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:

Two years of experience in general clerical work.

Education:

Equivalent to completion of the twelfth grade.

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7/1/71, revised 3/3/92