

CLASSIFIED JOB DESCRIPTION

CLERK-TYPIST I

JOB SUMMARY:

Under immediate supervision, performs a variety of clerical tasks of least difficulty and complexity according to specific routines; types from ordinary documents, or printed or typewritten material; does related work as required.

ESSENTIAL JOB FUNCTIONS:

- Types from rough draft copy, including letters, records, reports, memoranda, bulletins, tables, lists, requisitions and other materials.
- Cuts stencils and duplicates materials.
- Obtains review of finished copy.
- May act as a receptionist.
- Gives information regarding school or office matters over the counter and by telephone.
- Sorts and files documents and records according to predetermined classification.
- Maintains alphabetical, index and cross-reference files.
- May assist in compiling attendance or other records, registration or sign-up activity, transferring records, screening and referring problems.
- Receives, sorts and distributes mail.
- May make simple arithmetical calculations.
- May unpack and process incoming materials.
- Operates typewriter, adding machine, mimeograph and duplicating equipment.
- May relieve on switchboard.
- If assigned to a school, may assist school nurse.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing and general office equipment operations; correct English usage, spelling and punctuation. May include knowledge of correct usage of a foreign language.
- Ability to perform a variety of entrance-level clerical work; make simple arithmetical calculation with speed and accuracy; understand and follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 40 words per minute from a clear, legible copy.
- Experience - none required. Prior exposure to office practices and routine is desirable.
- High school diploma or GED required. Preferably including or supplemented by courses in typing and office practices.
- Prior exposure to and knowledge of basic office practices is desirable.

