

CLASSIFIED JOB DESCRIPTION

CLERK-TYPIST III

JOB SUMMARY:

Under general supervision, performs a wide variety of complex clerical work requiring specialized knowledge. Reads, Translates, and types technical and non-technical brochures, safety guides, specific educational programs involving complex and highly technical materials, correspondence to parents; researches information on specific subjects to ensure accurate Spanish translations such as medical, educational and psychological; performs oral translations and interpretations for non-parents; conducts transactions with personnel and the public requiring a knowledge for school procedures, policies; supplies information involving facts and interpretations; prepares documents based on data obtained from records and other sources, operates machines and special processing equipment, including the operation of a computer terminal, the Student Information (SIS), and Special Education Student Data, establishes and maintains effective working relations with employees, parents and the general public, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Inputs/Updates student information.
- Translates/Interprets information to Spanish speaking parents.
- Orders stock and non-stock items and forms.
- Assists parents, public, and district staff.
- Answers phone calls, and e-mail.
- Prepares documentation for new students.
- Intakes information.
- Maintains records of all forms, test, and supplies.
- Provides clerical support.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Applicant must have had one year of full-time clerical experience, six months of which must have been in the last ten years at the level of Clerk-Typist I or equivalent.
- Ability to express thought between languages which is structurally, grammatically and idiomatically correct; interpret nuances of English to Spanish and of Spanish to English; follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 45 words per minute in both English and Spanish
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing and general office equipment operations; correct English and Spanish vocabulary, spelling, and punctuation.
- High school diploma or GED required, preferably including or supplemented by courses in typing and office practices.

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Classified Salary Schedule: Range 22
BOARD APPROVED: 05-20-1997
REVISION DATES: 07/16/2023
08/09/2023