

CLASSIFIED JOB DESCRIPTION

CLERK-TYPIST III (Family Resource Center)

JOB SUMMARY:

Under general supervision, performs a wide variety of complex clerical work requiring specialized knowledge. Prepares technical and nontechnical reports, documents, and communications for Family Resource Center staff, schools, and community partners. Conducts transactions with personnel, the public, school, and outside agencies requiring knowledge of procedures, policies, and processes. Operates machines and special processing equipment, including a computer terminal, District programs/systems, and internal systems. Establishes and maintains constant communication and effective working relationship with employees, parents, clients, agencies, and the general public.

ESSENTIAL JOB FUNCTIONS:

- Inputs and updates information and reports.
- Maintains records and orders equipment, materials, and supplies.
- Operates office machines.
- Assists parents, clients, agencies, staff, and the general public.
- Sends and receives faxes, e-mail, and correspondence.
- Creates, edits, and proofs memos, newsletters, calendars, and other documents upon request.
- Assists with meeting logistics and takes, prepares, and submits minutes.
- Organizes and maintains budget files and records.
- Prepares and maintains updated Chula Vista Community Collaborative Agency Partners list.
- Works closely with the District Budget Department.
- Assists to maintain financial documents, invoices, and payments.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Applicant must have had one year of full-time clerical experience.
- Knowledge of modern office practices and Microsoft office products (Word, PowerPoint, Excel, Office 365, etc.) including the preparations of various forms of correspondence and spreadsheets, filing and general office procedures; correct English and Spanish vocabulary, spelling, and punctuation.
- Ability to express thought between languages which is structurally, grammatically, and idiomatically correct; follow oral and written direction; work cooperatively with those contacted in the course of work; work independently and take initiative; and work evenings or weekends as needed
- Must be bilingual: English-Spanish.
- 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: 10/11/17
REVISION DATES: 07/16/23
08/09/2023