

CLASSIFIED JOB DESCRIPTION

CLERK-TYPIST II

JOB SUMMARY:

Under general supervision, performs a wide variety of office/clerical duties of average difficulty, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Types forms, calendars, reports and letters.
- Compiles student information and database information, records and surveys.
- Composes letters, bulletins, memos and forms.
- Assists parents, staff, students, public and government agencies.
- Processes transportation requests, district researched information, student data, mail, student placement and information.
- Maintains books, files, supply inventory, reports, student information, purge records and files.
- Files student's records, forms, letters, correspondence and confidential reports.
- Inputs student information, staff activity and reports.
- Operates office machines.
- Prepares reports, class rosters, researches information.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at the level of Clerk-Typist I or equivalent.
- Ability to perform a variety of clerical work of average difficulty; make arithmetical calculations with speed and accuracy; understands and follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 45 words per minute.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing and general office equipment operation; correct English usage, spelling and punctuation. May include knowledge of correct usage, spelling and punctuation in a foreign language.
- High school diploma or GED required. Preferably including or supplemented by courses in typing and office practices.

Classified Salary Schedule: Range 19
BOARD APPROVED: 5-20-1997
REVISION DATES: 07-01-01
07-16-23
08/09/2023