

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: CLERK TYPIST II RANGE F

DEFINITION OF POSITION

Under supervisor of the site administrator/program manager, performs a variety of clerical functions and general office duties.

ESSENTIAL FUNCTIONS

- Performs clerical duties; independently answers routine correspondence maintains administrator or supervisor's calendar, handles mail and maintains accurate files and records.
- Performs receptionist duties; provides information to parents and the general public regarding school matters, takes and refers messages for the staff.
- Records accident and injury information from students and staff; records all health data in a timely manner.
- Administers/Dispenses medications prescribed for students in accordance with Education Code Requirements.
- Administers first aid to students and contacts parents and emergency assistance agencies in case of a serious illness or injury.
- Assists in communicable disease control.
- Handles school related monies, prepares bank deposits and maintains related records.
- Compiles required school related reports.
- Operates standard office machines, including computer operating systems and programs.
- Prepares input data for a computerized record management, storage and retrieval system.
- Maintains accurate student body records and accounts.
- Maintains financial or statistical records.
- Processes invoices for payment.
- Issues purchase orders to vendors.
- Performs other related duties as assigned.

REQUIREMENTS

- Pass the General Clerical Exam administered by the district at the 60th percentile or above.
- Type 60 net words per minute on a 5-minute timed writing. (Outside certificate is acceptable)

QUALIFICATIONS

Knowledge of:

- Modern office methods and equipment, including computer technology;
- English, grammar, spelling, punctuation;
- Automated record management and filing systems;
- Receptionist and telephone techniques.

Ability to:

- Establish and maintain cooperative working relationships;
- Compose correspondence;

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- Establish and maintain accurate files and records;
- Make arithmetical calculations with speed and accuracy;
- Perform general clerical work using independent judgment;
- Operate computers and utilize application software;
- Perform job assignments with numerous interruptions and work with minimal supervision;
- Understand and carry out oral and written instructions;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE AND EDUCATION

Any combination of experience and training that provides the required knowledge and skills will be considered. A typical way to obtain the required knowledge and skills are:

Experience:

- Two years of responsible secretarial experience; preferably in an educational organization.

Education:

- Equivalent to completion of twelfth grade, supplemented by coursework in secretarial/clerical areas.