

MERCED CITY SCHOOL DISTRICT

4.17
3.7

CLASS TITLE: CLERK TYPIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties in support of state and federal programs.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties. **E**

Maintain a variety of student logs, records and files; compile information and prepare summaries and reports. **E**

Distribute various forms and provide information and assistance to students, parents, the public and staff regarding programs and services for students and staff. **E**

Answer telephones; take and relay messages; greet students, public and staff and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed. **E**

Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies according to established procedures. **E**

Assure the timely distribution of a variety of records, reports and other materials as directed. **E**

Schedule appointments, conferences and meetings; maintain various schedules and calendars. **E**

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

Exercises no supervision.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record storage, retrieval and management systems.

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Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.
Learn and apply laws, rules, regulations involved in assigned clerical activities.
Understand and follow oral and written directions.
Type at 40 words net per minute from clear copy.
Operate a variety of office equipment including computer terminal as required by the assignment.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience including some experience with automated office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised: June 22, 2010