

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Clerk Typist I (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
- 1. U. S. Citizen or authorized alien
 - 2. High School Diploma
 - 3. Ability to type at least 40 words per minute

REPORTS TO: Supervisor in charge

JOB SUMMARY:

This is routine typing and office work involving responsibility for performing, according to well-established procedures, clerical tasks which can be readily learned. Assignments allow for little initiative in their execution and require the exercise of judgment only in matters where mistakes would involve no loss to the Board or embarrassment to a supervisor. Detailed instructions are given at the beginning of the work and accompany each subsequent new assignment. Supervision during performance of the work varies between individual positions; highly routinized work receives limited supervision while varied tasks are closely supervised. Advice is available for meeting unusual situations and work is usually reviewed or checked upon completion. A Clerk Typist I may check the work of other employees for accuracy, but seldom exercise supervision.

ESSENTIAL JOB FUNCTIONS:

- 1. Types forms, letters, memoranda, mailing lists, index cards and other material from rough drafts, dictating machine or detailed instructions.
- 2. Assists in proofreading various typed and printed materials.
- 3. Sorts and routes incoming mail; folds letters, checks, memoranda and other material and inserts same into envelopes for mailing, types addresses on envelopes; and stamps outgoing mail.
- 4. Check forms, lists questionnaires and similar material against established requirements; check extensions and computations; reports discrepancies; posts data to established forms and makes simple compilations.
- 5. Sorts and files correspondence, checks, vouchers, index cards and other varied materials numerically, alphabetically or by predetermined classification.
- 6. Answers telephone or serves as office receptionist, routes visitors and calls, secures and gives out routine information not requiring interpretation of laws, ordinances or departmental policies.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs such other office duties as may be assigned.

PHYSICAL DEMANDS:

- 1. Possesses physical skills and stamina to perform job responsibilities.
- 2. Work requires occasional standing.
- 3. Must tolerate constant periods of sitting throughout the shift
- 4. Must tolerate frequent periods of walking throughout the shift
- 5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
- 6. Must be able to bend and stoop in performing job duties
- 7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs
- 8. Must be able to handle numerous duties
 - A. Fine Motor Skills
 - 1) Typing
 - 2) Copying
 - 3) Adding machine
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print) Employee Identification Number