

Job Title: **CLERK TYPIST**

Responsible to: School Principal

Performance Responsibilities:

To perform a variety of clerical activities including typing, filing, and record keeping in support of school office operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job requires knowledge of general office practices and procedures, requires basic word processing skills. Position performs a variety of responsible clerical support duties and functions at a journey level of classification. Types or word processes a variety of forms and correspondence from clearly defined sources including registration materials, student handbooks, letters, and memos; proofreads work. Answers telephones, takes messages, and/or refers callers to appropriate sources. Receives and assists students, faculty, parents, and the public providing requested information or referring to appropriate person. Enters data into a computer; prints reports and distributes copies to appropriate office/staff. Sorts and files a variety of documents and records according to predetermined classifications; maintains and updates alphabetical, index, and cross-reference files. Receives, sorts, and distributes incoming and outgoing mail. Posts to and maintains routine records associated with office functions. Assists in processing forms, applications, documents, records, and other paperwork. Operates a variety of office equipment such as word processor, typewriter, printer, xerox, telephone, calculator, personal computer, and computer terminal. Maintains office supply inventory; replenishes stock as needed. Sells lunch tickets, deposits funds at bank; uses intercom for announcements; monitors transportation routing, including use of bus radio base station; provides assistance to injured or ill children and notifies parents of same; performs related duties similar to the above in scope and function, as required.

Minimum Qualifications:

Knowledge of:

proper English usage, grammar, spelling, and punctuation;
basic arithmetic including addition, subtraction, multiplication, and division;
proper office methods, procedures, and practices.

Ability to:

Learn and effectively apply methods, practices, and policies of assigned office;
maintain record keeping systems and data files in a timely manner;
follow both oral and written instructions;
type at a rate of 40 words per minute net;
operate standard office equipment including typewriter, word processor, computer terminal, printer, calculator, xerox, mimeograph, intercom, bus radio base station, etc.;
perform routine arithmetical calculations using addition, subtraction, multiplication, and division; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics:

see to read;
hear normal conversation;
speak clearly;
manual dexterity to operate keyboards, calculators and other office machinery;

Education and Experience:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Working Conditions:

School environment; subject to frequent interruptions.