I. **Position Title**  
Clerk Typist III

II. **Position Description**  
Under general supervision, to perform complex clerical work of above-average difficulty; to have responsibility for an area of a school or department activities which may include direction of other clerical employees; may involve record keeping; regular contact with students, teachers and other staff, parents, the public, and various agencies with interest in school matters; and to do related work as may be required.

This is the highest-level class in the general clerical series. Positions in this class are distinguished from those in the next lower class of Clerk Typist II by the assignment of duties requiring, in addition to general clerical ability, a greater working knowledge of the technical subject matter and functions of the office to which assigned. The work is usually varied in nature, requiring the incumbent to secure more information than is given with the assignment and involves varied applications of standard, technical, or legal concepts and policies and procedures for solutions to problems.

Positions in this class may be the only clerical employee in an office or work station and are expected to work independently in the absence of the supervisor. Positions in this class may be assigned to direct work of students and other clerical employees. He/she will have difficult and complex technical aspects to his/her duties, which require extensive specialized knowledge.

III. **Examples of Duties/Responsibilities**

- Has a continuing primary responsibility for performing complex clerical work involving the analysis of a variety of source materials, a thorough familiarity with district and individual school policies and procedures, and familiarity with applicable laws in the area of assignment (E)
- Obtains the necessary work data on his/her own initiative (E)
- Compiles a variety of narrative and statistical reports, locating sources of information and devising forms to secure and record data (E)
- Determines proper format for finished reports
- Answers questions and types correspondence that require searching for and abstracting data in detailed explanation of laws, policies, or procedures
- Refers matters requiring detailed policy decisions to the immediate supervisor (E)
- Types correspondence relating to attendance
- May oversee student attendance and enrollment activities for a given school, prepares and maintains various student attendance figures, checks and records period attendance, compiles attendance data for law enforcement agencies, maintains verification records, posts master attendance report
- Processes student data and places on file, records in student records and into computer terminals (E)
- Assigns new students to a counselor
- Sends for transcripts and types new CUM folders for students; issues enrollment papers to new students and their parents
- Advises and informs students of district policies, procedures, and school activities
- Calls students into office for appointments and maintains control and discipline while they wait in office
- Types suspension letters (E)
• Gives information and assistance to district employees, students, other public officials, and the general public by telephone and in person (E)
• Operates standard office equipment (E)
• Makes appointments, schedules rooms, sets up meetings
• Performs related duties as may be required

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
• Correct English usage, spelling, grammar and punctuation, letter and report writing
• Modern office practices and procedures including filing systems, receptionist telephone techniques, and software programs
• Necessary state laws, district policies, procedures, and other regulations governing the area of assigned responsibility
• Functions, organization, and basic clerical operation of an administrative office
• Basic budgetary principles and practices
• Basic techniques of supervision

Ability to:
• Keyboard (type) at a speed of not less than 45 words per minute
• Perform difficult and complex clerical work, involving independent judgment and requiring accuracy and speed
• Independently make clear and comprehensive reports and keep difficult records
• Make arithmetic calculations accurately
• Understand, interpret, and explain a wide variety of state laws, rules, and regulations to others
• Organize and coordinate the work of Clerk Typist II and/or Clerk Typist I
• Follow oral and written directions
• Maintain confidentiality of privileged information
• Devise or adapt office procedures to changing organizational needs
• Learn and utilize new and current technologies
• Establish and maintain cooperative working relationships
• Work under pressure, meet deadlines, and establish priorities
• Communicate effectively using correct pronunciation and grammar

Education and Experience
• Education: Graduation from high school or equivalent
  AND
• Experience: Three (3) years of increasingly responsible clerical experience, preferably including some experience with the program assigned, or one (1) year at or equivalent to the level of Clerk Typist II with the Moreno Valley Unified School District.

V. Working Conditions

Environment
• Office/school campus
• Subject to frequent interruptions

Physical Abilities
• Visual acuity to inspect records and reports
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders, and horizontally
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping, and squatting
• Climbing on step stools or step ladders
• Gripping and grasping
• Light work – lifting, carrying, pushing, and/or pulling up to approximately 25 pounds

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