I. **Position Title**  
Clerk Typist I

II. **Position Description**  
Under general supervision, to perform entry-level clerical work in a school or district office involving specific routines and duties such as clerical, typing, telephone, receptionist, assisting with student records, attendance; contacts with parents, teachers and other staff, and the public; and to do related work as may be required.

Incumbents in this classification receive work which provides an opportunity to learn the terminology, policies, procedures, and equipment of a school or district office. Task assignments are less difficult and more routine than those of the next higher class of Clerk Typist II. Duties are generally performed under closer supervision than those for higher classifications. Positions in this class may be assigned to a school or district office. The duties below are representative of the collective duties of positions in this class; however, no one position normally performs all of these duties.

III. **Examples of Duties/Responsibilities**
- Types and proofreads a wide variety of materials including letters, records, tests, reports, memoranda, bulletins, lists, requisitions, etc.
- Compiles, assembles, collates, and reproduces lists, grades, figures, reports, agendas, and other materials
- Maintains files of all materials received and retained by the office; coordinates and screens a variety and volume of personal and telephone contacts involving students, teaching staff, and parents (E)
- Files and posts a variety of information, maintaining alphabetical index and cross reference files (E)
- Assists in compiling attendance records, verifying absences, registering students, and handling record transfers
- May act as a receptionist or relief operator
- May receive, sort, open, and distribute incoming mail; may weigh and stamp outgoing mail
- May update specialized files such as CUM, psychological or medical histories
- Operates standard office equipment (E)
- May assist in maintaining order and control among students waiting in the school office
- May inventory, order, check, and store office supplies
- Performs a wide variety of related clerical duties (E)
- Performs related duties as may be required

(E) - Essential

IV. **Minimum Qualifications**  
**Knowledge of:**
- Typing, filing, and business correspondence
- Correct English usage, spelling, grammar and punctuation, basic arithmetic
Ability to:
- Keyboard (type) at a speed of not less than 40 words per minute
- Perform routine clerical work and learn office operations, procedures, and equipment
- Learn more difficult and complex clerical tasks
- Make routine arithmetical computations
- Do simple record keeping
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Learn and utilize new and current technologies

Education and Experience
- Graduation from high school or equivalent
  AND
- Experience in performing general clerical duties

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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