I. **Position Title**
Clerk Typist II

II. **Position Description**
Under general supervision, to perform a variety of clerical duties of average difficulty in a school or district office which may involve record keeping; regular contact with students, teachers and other staff, parents, the public, and various agencies with interest in school matters; typing memos, correspondence, reports, and similar materials; use of standard and occasionally specialized office equipment; and to do related work as may be required.

Positions in this class are placed on a higher level of the class than Clerk Typist I because of the requirements for more independent and complex responsibilities. Adequate performance at this level requires knowledge of departmental policies and procedures.

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.

III. **Examples of Duties/Responsibilities**
- Performs a wide variety of clerical work including tasks such as standard and statistical typing, checking, proofreading, filing, reporting information on records, and compiling information for reports and summaries (E)
- May independently maintain records for specialized programs such as for psychological services; student attendance and enrollment; substitute employees; student counseling services; student conduct, control, and attendance activities
- Prepares and types a wide variety of reports and correspondence (E)
- Gives information and assistance to district employees, students, other public officials, and the general public by telephone and in person (E)
- Maintains a variety of files and records (E)
- Operates standard office equipment (E)
- Receives and routes office correspondence (E)
- Makes appointments, schedules rooms, sets up meetings
- Maintains permanent records of students including recording grades and test scores, daily attendance reporting, posting to CUM records, and sending and receiving transcripts (E)
- May be involved in maintaining permanent records of employees and processing new employee paperwork
- Registers and enrolls students; issues student re-admit cards, off-campus and hall passes (E)
- Files absence notes and verifies absences by calling parents (E)
- May be involved in maintaining some financial records and preparing deposits
- Types requisitions; receives, shelves, and distributes supplies (E)
- May operate a switchboard and serve as district or school receptionist (E)
- May call for substitute teachers or other employee replacement programs
- May direct and instruct student helpers in the performance of clerical and office duties
- May administer first aid and CPR if assigned to a school site
- May monitor student conduct in office areas frequented by students
- 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
- Functions, organization, and basic clerical operation of an administrative office
- Basic budgetary principles and practices

Ability to:
- Keyboard (type) at a rate of not less than 45 words per minute
- Perform and coordinate general clerical work of average difficulty with speed and accuracy
- Devise or adapt office procedures to changing organizational needs
- Follow and understand oral and written directions
- Make arithmetic calculations accurately
- Maintain confidentiality of privileged information
- Understand, interpret, and apply policies, procedures, and written directions to specific situations
- Work under pressure, meet deadlines, and establish priorities
- Communicate effectively using correct pronunciation and grammar
- Establish and maintain cooperative working relationships
- Learn and utilize new and current technologies

Education and Experience
- Education: Graduation from high school or equivalent
- Experience: One (1) year of responsible experience performing varied clerical work

License and Certificates
- Valid First Aid and CPR Certificates approved by the American Red Cross, to be obtained within 30 days of employment

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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