



Job Description

POSITION TITLE:	Clerk Typist	# 2165
SALARY PLACEMENT:	Classified Salary Schedule Range 25	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade. General office training or business/computer courses. One year of varied and progressively responsible clerical experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Computer skills. Experience working in a school district or county office of education. Bilingual skills desirable.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Basic typing/word processing skills. Basic computer skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of management personnel, performs a wide variety of clerical duties; prepares correspondence with minimum direction. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Answers telephone calls; greets visitors; receives and relays messages; responds to requests for information and assistance as appropriate.
2. Performs clerical detail for assigned department.
3. Schedules appointments; types letters and notices; prepares materials and reports as needed.
4. Maintains records and prepares notices and documents.
5. Types correspondence.
6. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material; maintains strict confidentiality on job related matters.
7. Makes mathematical calculations with speed and accuracy.
8. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff and the public.