

**CLASS TITLE: Clerk Typist**  
Range 5

**Basic Function:** Under general supervision, performs varied routine and general clerical work, including typing, filing, ordering, computer operation and copy machines

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Sorts, alphabetizes, and files cards, records and reports according to well-defined standards  
Checks records and forms for completeness and accuracy  
Types purchase orders, simple letters, lists, and other materials  
Uses a computer to maintain student records  
Types or posts prescribed information on to cards and records from clearly-defined sources proof  
Proofreads prepared material for grammatical and spelling errors  
Receives, distributes, and dispatches mail  
Serves as receptionist by answering telephone and greeting visitors  
Operates office machines including computers and duplicating equipment  
Notifies attendees for School Site Council meetings  
Inventories and orders instructional material  
Handles minor student injuries and oversees administration of medication in the absence of the nurse or health services assistant  
Maintains Science Kits  
Performs other related duties as may be assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operating office equipment  
Basic computer operation  
Filing practices  
Inventory and control  
Proper phone and receptionist practices  
English language at post high school level including reading, writing and speaking  
Good public relations practices  
General operation of schools

**ABILITY TO:**

Type at least 35 corrected words per minute  
Follow oral and written directions  
Establish and maintain inventories  
Establish positive rapport with students, staff and parents  
Take direction from certificated staff  
Communicate with proper English usage orally and in writing  
Relate well to students and control their behavior when necessary  
Relate well with supervisors and other staff members  
Apply common sense understanding to carry out instructions furnished in written, oral or diagram form

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent  
Operate computers with speed and accuracy  
Maintain composure when faced with critical deadlines  
Maintain positive relations with staff, parents and community

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The noise level in the work environment is moderate. Interruptions due to student actions and walk-in traffic are frequent. The position requires multi-tasking and the ability to focus in a distracting environment.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Adopted: (6/05) 3/8/07