

MODESTO CITY SCHOOLS

Job Description

JC 1595

TYPIST CLERK II – TRANSLATOR

OVERALL RESPONSIBILITY

Under direct supervision, perform a variety of general clerical duties some of which involve typing; to verbally and in written form, translate information and materials from English to native language and native language to English.

SPECIFIC RESPONSIBILITIES

1. Translate materials from English to native language and native language to English.
2. Assist in bilingual verbal translation between community members, parents, children, and staff.
3. Type, proofread and file letters, forms and reports. Perform a wide variety of clerical work, including such tasks as typing, checking, proofreading, filing and recording information.
4. Compile information for reports and summaries; answer telephone and wait on the general public.
5. Type rough and final copy from a dictating machine.
6. Operate office equipment.
7. Compose simple and route letters independently.
8. Receive, sort, and distribute mail.
9. Type requisitions, Receive, store and distribute supplies.
10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
11. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to express initiative, adaptability and confidentiality.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.).
- Ability to understand and carry out oral and written instructions given in English.

TYPIST CLERK II – TRANSLATOR (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.
- Ability to speak designated language using correct grammar and syntax.

Desirable Qualifications:

- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of school operation, policies, regulations and procedures.

Experience

Minimum Requirement:

None

Desirable Qualification:

- One (1) year accounting, bookkeeping, clerical, secretarial experience performing basic work tasks.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License/Certificate

Minimum Requirement:

- Typing certificate evidencing an ability to keyboard at a net rate of 40 words per minute.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO

Appropriate administrator or designee

Board Approved: 7/12/99

Revised: 5/10/02

Unit Approved: 5/10/02

Board Approved: 5/28/02