

## **MODESTO CITY SCHOOLS**

### **Job Description**

JC 1590

### **TYPIST CLERK II**

#### **OVERALL RESPONSIBILITY**

Under general supervision, to perform a variety of general clerical duties, some of which involve typing and keyboarding skills. Frequently in contact with students, parents and school and District personnel.

#### **SPECIFIC RESPONSIBILITIES**

1. Type, file, proofread, and record information on various records.
2. Answer and/or call students and parents on the telephone. Serves as information source to the public. Forwards calls to appropriate school personnel.
3. Assist students and visitors to the school with questions and concerns.
4. Assist Principal's Secretary or School Secretary with various clerical work.
5. Assist with student attendance procedures and cumulative records.
6. Assist with student health and welfare needs in the absence of the school nurse.
7. Operate various office equipment.
8. Assist with financial recordkeeping duties.
9. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
10. 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.
- 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.

## **TYPIST CLERK II (continued)**

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### **Minimum Requirements:**

Knowledge of general first aid procedures, if assigned to a school site.

##### **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