

CLERK TYPIST II

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Administrator or Counselor

EVALUATOR'S TITLE: Administrator

JOB SUMMARY: Under general supervision from a site administrator or counselor, perform a wide variety of responsible clerical duties related to the function and program assigned and/or related to student records; perform related duties as assigned. This position may serve in a comprehensive or continuation high school setting.

ESSENTIAL DUTIES:

- Perform responsible clerical duties related to the function and program assigned.
- Act as receptionist to school or assigned office; answer telephones and provide assistance to students, staff and general public; provide information on District and school policies and procedures as required.
- Type, proofread and process a variety of documents from rough draft or verbal instruction.
- Maintain and update a variety of student files; prepare student transcripts, report cards and progress reports as required
- Collect, compile and organize grade reporting information from teachers
- Assist with ordering, organizing, distributing, administering and recording student testing.
- Compile information and data for statistical and/or financial reports.
- Sort and file documents and records; maintain detailed filing system.
- Provide secretarial assistance to site administration as required.
- Operate standard office equipment including copy machines. May serve as key operator.
- Enter and retrieve data from a computer terminal.
- Prepare and distribute a variety of correspondence, statistical information and materials including letters, disciplinary referrals and reports.
- Supervise student assistants

OTHER DUTIES:

- May prepare bulk mailings
- May maintain, issue and schedule maintenance for student lockers.
- May perform duties of a Clerk Typist I and Attendance Clerk.

EMPLOYMENT STANDARDS:

- **Training and Experience** - Two years of general clerical experience. Knowledge of: standard office procedures; general characteristics of District's student database computer system; services provided by computer equipment vendors; the organization and policies of the District and school to which assigned. Ability to: provide technical assistance and training to District personnel in matters related to student maintenance computer operation; work independently and cooperatively; operate a computer at intermediate level.
- **Physical Effort/Working Environment** - Indoor work environment; occasional lifting of light weight parcels.
- **Licenses/Certification** -A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of twelfth grade or equivalent.

West Sonoma County Union High School District
Classified Salary Schedule - Range 23
Approved: June 17, 1999
Revised: