

CENTRAL SCHOOL DISTRICT

Job Title: Typist Clerk II

Occupational Group: Clerical

Reports to: Principal/Designee

Pay Range: 21

Date of Board Approval: 7/18/2021

Work Year: Varies

DEFINITION

Under general supervision, to perform a wide variety of complex clerical functions, including the use of a computer; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, including or supplemented by coursework or training in typing, record management and general office practices.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice Clearance.
- Current TB test or screening every 4 years to remain up to date.

Experience:

- Two years of clerical experience including public contact and computer-based clerical functions.

Knowledge and Abilities:

Knowledge of:

Modern office practices, procedures and techniques; proper English usage, spelling, grammar, punctuation and mathematical concepts; record storage, retrieval and management systems.

Ability to:

Perform general office work and mathematical calculations with speed and accuracy; operate office equipment skillfully and efficiently; ability to type accurately and proficiently; be flexible, problem solve and adjust assignments on short notice; understand and carry out oral and written directions; exercise responsible judgment; establish and maintain cooperative working relationships with those contracted in the course of the workday including but not limited to staff, students and parent; communicate effectively with district employees and public; and provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Perform a variety of clerical tasks, including typing, composing, proofreading, filing and the recording of data. E
2. Acts as receptionist, handling a heavy volume of telephone and personal contacts from adults to students. E
3. Maintain computer-based communication with public.
4. Compile information and prepare reports and summaries. E
5. Maintain a variety of alphabetical, numerical and subject matter files and records. E

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

6. Type from rough drafts, notes and prepare final copy of material which may involve utilization of computer equipment and software. E
7. Perform a variety of data entry functions using a computer terminal. E
8. Receive, sort and distribute mail. E
9. Make appointments and maintain school/related calendars. E
10. Inventory, requisition, receive and distribute supplies/instructional materials and/or equipment. E
11. Assist in obtaining service and commodity price quotes. E
12. Operate/maintain a variety of office machines and equipment. E
13. Receive money and maintain financial or statistical records.
14. Assist with monitoring budgets as required.
15. Maintain current mandated postings.
16. Contact substitute personnel to replace absent employees as needed. E
17. Maintain attendance records for employees and/or students. E
18. Maintain facilities use records.
19. Participates in beginning and end-of-year records processes. E
20. Administer routine first aid and dispense medication as needed; contact appropriate persons and agencies in the event of serious illness or injury. E
21. Supervise students as needed, may include parent contact.
22. Submit work orders and tech requests.
23. Promptly complete and remain compliant with mandated trainings. E
24. Report, respond and assist with emergency and safety issues and concerns. E
25. Provide support to clerical/office personnel.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases, blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual, and regular attendance.