

CENTRAL SCHOOL DISTRICT

Job Title: Typist Clerk I

Occupational Group: Clerical

Reports to: Principal/Designee

Pay Range: 19

Date of Board Approval: 7/18/2021

Work Year: Varies

DEFINITION

Under general supervision, to perform a variety of clerical and general office work, including the use of a computer; to serve as office receptionist responding to routine inquiries and directing persons to appropriate offices; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, including or supplemented by coursework or training in typing, filing and 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 with screening every 4 years to remain up to date.

Experience:

- One year of clerical experience including public contact, and computer-based clerical functions.

Knowledge and Abilities:

Knowledge of:

Modern office practices, procedures and equipment use; proper English usage, spelling, grammar, punctuation and mathematical concepts; various filing systems and basic technology skills.

Ability to:

Learn and apply standard office procedures and operate office equipment skillfully and efficiently; perform general office work and mathematical calculations with speed and accuracy; ability to type accurately and proficiently; understand and carry out oral and written directions; problem solve, be flexible and adjust assignments on short notice; exercise responsible judgment; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; communicate effectively with district employees and public; 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 general clerical and office work, including typing, proofreading, filing, ordering supplies, checking and recording information. E
2. Acts as school receptionist, handling a heavy volume of telephone and personal contacts from adults and students. E
3. Assist office visitors by providing information relative to routine or procedural matters. E
4. Type material from oral directions, rough drafts or handwritten notes, including various records, test materials, district reports, memoranda, tables, lists and a variety of other documents. E
5. Provide information as necessary to parents, students, staff, visitors and vendors. E

6. Maintain computer-based communication with the public. E
7. Answer telephone and provide caller with routine information and data. E
8. Provide support to clerical/office personnel.
9. Prepare, verify, document and balance attendance reports for parents, site and district. E
10. Request, post, review and copy student information to records and complete forms, some of which may be confidential. E
11. Prepare a variety of materials for reproduction. E
12. Operate/maintain a variety of office machines and equipment. E
13. Maintain alphabetical, numerical, index and cross reference files; sort and file documents and materials according to a predetermined classification system. E
14. Make mathematical calculations and post to statistical records, including attendance records. E
15. Check financial records and documents for clerical and mathematical accuracy and completeness to ensure compliance with established procedures. E
16. Requisition, receive and distribute instructional materials and/or equipment; monitor supply budget. E
17. Process outgoing letters, documents and forms. E
18. Receive, sort and distribute incoming mail. E
19. Transcribe materials as requested. E
20. Keeps supply and cash records and prepares related reports and documents.
21. Administer routine first aid; contact appropriate persons and agencies in the event of serious illness or injury. E
22. Report, respond and assist with emergency and safety issues and concerns.
23. Submit work orders and tech requests.
24. Requests student information from other school districts and disseminates same.
25. Participates in beginning and end-of-year record processes.
26. Supervise students as needed, which may include contacting the parent.
27. Promptly complete and remain compliant with mandated trainings.

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 conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.