

# CENTRAL SCHOOL DISTRICT

<b>Job Title:</b>	<b>Duplications/Typist Clerk I</b>	<b>Occupational Group:</b>	<b>Clerical</b>
<b>Reports to:</b>	<b>Assistant Superintendent of Human Resources and Safety Preparedness</b>	<b>Pay Range:</b>	<b>21</b>
<b>Date of Board Approval:</b>	<b>7/18/2021</b>	<b>Work Year:</b>	<b>12 months</b>

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## **DEFINITION**

Under supervision of the Assistant Superintendent of Human Resources and Safety Preparedness, operate a multi-line telephone; act as a receptionist, answer inquiries and provide routine information; perform a variety of clerical functions; process mail and district-wide duplications; perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent.
- Valid California Drivers License and safe driving record.
- Department of Justice Clearance.
- Current TB test or screening every 4 years to remain up to date.

### **Experience:**

- Two years of general clerical and computer-based experience, including contact with the public.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Modern office practices and procedures; proper English usage, spelling, grammar and punctuation and basic mathematical concepts; standard office machines and equipment; basic technology skills and usage; copyright laws, safe and appropriate operations and care of duplicating & related equipment.

#### **Ability to:**

Perform a variety of routine clerical work; ability to type accurately and proficiently; problem solve, be flexible and adjust assignments on short notice; interact with the public and educational community in a tactful and courteous manner; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contracted in the course of the workday including staff, students and parents; 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. Operate multi-line telephone receiving incoming calls and making proper connections. **E**
2. Answer routine inquiries for the general public and assist them by providing directions to offices and persons from whom they may receive assistance. **E**
3. Take and transmit messages. **E**
4. Sort, collate and distribute materials. **E**
5. Log in all monies received. **E**
6. Maintain all district forms. **E**
7. Maintain equipment in good working order and initiates service and repair calls for equipment. **E**
8. Review duplication requests and establish priority duplication schedules. **E**
9. Receive, sort and process District and United States mail; weigh and meter out-of-district mail and take to the post office. **E**

**ESSENTIAL & REPRESENTATIVE DUTIES (continued)**

10. Maintain records pertaining to postal meter charges. E
11. Perform a variety of routine clerical functions; operate standard equipment and machines. E
12. Operate copy machines and maintain record of usage. E
13. Operate/maintain a variety of office machines and equipment. E
14. Assist with preparation and distribution of Board agenda as needed.
15. Update and distribute District map.
16. Maintain and monitor inventory of supplies.
17. Promptly complete and remain compliant with mandated trainings.
18. Report, respond and assist with emergency and safety issues and concerns.

**WORKING CONDITIONS**

Office environment subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employees may be exposed to noise, fumes and heat, and/or chemicals from duplication machine, blood borne pathogens exposure; communicable diseases 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, and 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.