

East Side Union High School District

Job Title: Clerk Typist I

Description of basic functions and responsibilities:

To perform routine clerical activities including typing, record keeping, and telephoning in support of assigned office operations. Employees in this classification receive direct supervision within a framework of well-defined policies and procedures. This job class performs entry-level clerical functions in the processing of assigned activities.

Supervisor: As assigned

Typical Duties:

Performs a variety of routine clerical activities related to the function(s) of assigned school/district office

Types prescribed information on forms, cards, and records from clearly defined sources

Types letters, memoranda, lists, bulletins or other materials from rough draft or clear copy

Answers telephone, takes messages, and/or refers caller to appropriate staff/office

Posts to and maintains routine records associated with assigned office functions

Sorts and files a variety of documents and records according to predetermined classifications; maintaining and updating alphabetical, index, and/or cross reference files

Contacts parents or staff members by note or telephone regarding assigned office procedures and operations

Assists in processing forms, applications, documents, records and/or other paperwork in support of assigned office

Receives, sorts, and distributes incoming and outgoing mail

Makes copies of printed matter on copy machines

Performs related duties as assigned

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Employment Standards

Knowledge of modern office methods, procedures, and practices

Knowledge of proper English usage, grammar, punctuation, and spelling

Ability to type accurately at 35 words per minute

Ability to understand and follow both oral and written instructions

Ability to learn the operations, procedures, policies, and requirements of assigned program or operational unit

Ability to learn to operate standard office equipment/machines such as copy machine and computer terminal

Ability to perform routine arithmetical calculations using addition, subtraction, multiplication and division

Ability to communicate effectively in both oral and written form

Ability to maintain routine records and files

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties