

East Side Union High School District

Job Title: Clerk Typist II

Description of basic functions and responsibilities:

To perform a variety of responsible clerical activities including typing, filing, telephoning, and record keeping in support of assigned office operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class performs responsible clerical functions at a journey level classification and exercises responsibility for the processing and maintenance of assigned records, procedures, and/or office activities. This job class requires accuracy and attention to detail in the organization and processing of assigned unit records and data, and good communication skills in dealing with staff and/or students.

Supervisor: As assigned

Typical Duties:

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

Types a variety of material such as memos, letters, reports, bulletins, schedules, tests, etc.

Answers telephone, takes messages, and/or refers caller to appropriate resources.

Receives, screens, and waits on staff, students, and/or the public providing requested information, making appointments, or referring to appropriate office/staff member.

Contacts staff/public by telephone or note to confirm/verify/obtain information regarding assigned office procedures and operations such as facility usage, student records, purchase orders, etc.

Receives, reviews, verifies, sorts, and otherwise processes a variety of data according to predetermined classifications; maintaining alphabetical and numerical files and data systems

Files assigned school/district office records such as attendance, enrollment, health, student CUM, registration, purchasing, maintenance, etc.

Processes and files forms, documents, records, and/or other paperwork in support of assigned school/district office function(s).

Assists in administering and scoring routine tests related to assigned unit /function, using prescribed forms and clearly defined scales and rating charts; distributes results to appropriate persons/departments.

Enters routine data into a computer terminal such as alpha/numerical lists, labels, daily attendance, etc., and distributes printed copies to appropriate persons

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May assist with attendance duties such as posting absences to established logs/files; verifies unexcused absences and issues re-admit slips.

Orders, sorts, and delivers supplies to staff in accordance with order requests; maintains related records.

Maintains records of expenditures for departmental supplies/expenses.

Performs related duties as assigned.

Employment Standards

Knowledge of modern office methods, procedures, and practices.

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

Ability to type accurately at 50 words per minute.

Ability to understand and follow both oral and written instructions.

Ability to learn the operations, procedures, policies, and requirements of assigned office and related function(s).

Ability to learn to operate standard office equipment/machines such as copy machine, computer terminal, printer, calculator, etc.

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

Ability to maintain routine, accurate records and files.

Ability to communicate effectively in both oral and written form.

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