

POSITION DESCRIPTION

POSITION TITLE: SECONDARY CLERK TYPIST

I. ACCOUNTABILITY OBJECTIVES: Responsible for carrying out general clerical work as specifically assigned; serves as a resource to staff and students.

II. POSITION CHARACTERISTICS:

<u>Salary:</u>	On schedule
<u>Length of contract:</u>	184+10, 194+11, or 12 months, as assigned

III. POSITION RELATIONSHIPS:

<u>Reports to:</u>	Building administrator(s) or designee
<u>Coordinates with:</u>	Building staff, students
<u>Type of coordination:</u>	As directed by administrator or others with coordination responsibilities

IV. POSITION QUALIFICATIONS:

A. Desired training and experience: graduation from high school and additional training in clerical skills; recent office work experience in position involving public contact; experience/training in word processing and/or computers.

B. Special requirements of the position:

1. Knowledge of modern office methods and procedures including typing, keyboarding, and word processing programs.
2. Ability to keyboard from plain copy, rough draft and tabular material at a minimum rate of 60 net words a minute.
3. Ability to perform varied and difficult clerical tasks including reproduction and collating of materials, filing, and maintaining records.
4. Ability to operate a variety of modern office equipment.
5. Knowledge of business English, spelling and composition.
6. Ability to maintain accurate and complete records and prepare clear and detailed reports.
7. Ability to demonstrate positive human relations and communications skills.

8. Ability to maintain confidentiality.
9. Knowledge of bookkeeping practices and procedures.
10. Ability to create charts, diagrams, etc..
11. Ability to complete math calculations which include fractions, percentages, and decimals.

V. POSITION RESPONSIBILITIES:

- A. Maintains positive public relations with staff, students, parents and general public.
- B. Operates telephone switchboard, directs calls/messages to appropriate person(s), meets and directs visitors to proper locations.
- C. Gives information regarding departmental activities or policies in response to telephone inquiries or personal visitations.
- D. Checks students in and out of school, inquires and informs of student absences.
- E. Compiles and consolidates student absence reports.
- F. Assists with sorting and distribution of mail.
- G. Types reports, correspondence, lists, and other material as required.
- H. Operates a variety of modern office equipment including duplicating equipment.
- I. Assists teaching staff and other clerical staff as required.
- J. Prepares accurate and complete records and reports.
- K. Completes forms, orders materials and supplies as directed.
- L. Directs student activities and supervises students as assigned.
- M. Maintains some financial records and may perform bookkeeping tasks as required.
- N. Performs other duties as assigned.

(Revised 1/98)
(Revised 12/88)