

## **JOB DESCRIPTION**

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### **PERRIS ELEMENTARY SCHOOL DISTRICT**

### **BILINGUAL CLERK TYPIST**

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#### **Basic Function**

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function with only occasional instructions or assistance; operates standard office machines and computers.

#### **Representative Duties**

1. Assists the school secretary in preparing and maintaining a variety of reports, records and files relating to students, staff operations and activities.
2. Types letters, memoranda, bulletins, reports, schedules, lists, forms, categorical projects reports or other official documents from straight copy or rough draft. (Bilingual Skills Required – Spanish)
3. Types and performs other clerical duties for the assigned supervisor, and other staff members as directed.
4. Maintains a variety of logs, records and files related to assigned office.
5. Distributes various forms and provides information and assistance to students, parents, the public and staff regarding their completion in an accurate and timely manner.
6. Answers telephones; takes and relays messages; greets students and the public and provides routine information; directs inquiries to the appropriate person or office; makes phone calls to request, provide, or verify information as directed. (Bilingual Skills Required – Spanish)
7. Performs clerical work such as posting records, making mathematical computations and securing information from clearly indicated sources.
8. Maintains supply and material inventory of assigned area as required. Orders, receives and distributes materials, equipment and supplies as directed.
9. Assures the timely duplication and distribution of a variety of records, reports and other materials as directed.
10. Registers new students; reviews student records for compliance with immunization laws and takes appropriate action; maintains student body accounts.
11. Schedules appointments and meetings; maintains various schedules and calendars

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12. Operates a variety of office equipment, such as typewriter, calculator and copy machine and computer terminal as required. Candidates for this position must be able to perform word processing functions on Macintosh and IBM computers. Knowledge and use of Windows XP, WordPerfect, Microsoft Word, Pagemaker and/or Excel programs is required.
13. Receives and distributes U.S. and interdistrict mail.
14. Performs other related duties as assigned.

#### **Knowledge and Abilities:**

1. Correct oral and written usage of English and Spanish.
2. Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
3. Correct English usage, grammar, spelling punctuation and vocabulary.
4. Interpersonal skills using tact, patience and courtesy.
5. Basic record keeping techniques.
6. Communicate and maintain effective relationships with students, staff and the public.
7. Perform routine clerical duties such as filing and duplicating instructional materials.
8. Print and write legibly.
9. Add, subtract, multiply and divide accurately.
10. Understand and follow oral and written directions.
11. Learn procedures, functions and limitations of assigned duties.
12. Communicate effectively both orally and in writing.
13. Work cooperatively with others.
14. Observe, monitor and report student behavior.
15. Operate instructional and duplicating equipment.
16. Must be able to perform word processing functions on Macintosh and PC computers.
17. Type at a speed of not less than 55 words per minute.
18. Knowledge and use of Windows XP, WordPerfect, Microsoft Word, Pagemaker, and Excel programs is required.

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### **Education and Experience**

Any combination equivalent to: Graduation from high school including or supplemented by courses in word processing and secretarial skills and two years of responsible and varied clerical experience. Bilingual skills desirable.

### **Working Conditions:**

School office environment; subject to many demands on time and constant interruptions.