

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CLERK TYPIST II

EDUCATION & EXPERIENCE:

Possess a high school diploma or equivalent. Two years of experience in data entry or office related clerical duties. General office training experience, or courses in business or computer skills.

KNOWLEDGE, SKILLS, & ABILITIES:

Basic typing/word processing skills. Basic computer skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; and be flexible and receptive to change. Correct English language grammar, spelling, punctuation and vocabulary. Typing at a speed of not less than 55 words per minute.

SUMMARY OF POSITION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving providing customer service, word processing, filing, data entry and record maintenance, and report design/distribution of confidential information in support of a school or District function with only occasional instructions or assistance; operate standard office machines and computers.

ESSENTIAL FUNCTIONS:

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, or other official documents from straight copy or rough draft.
3. Types and performs other clerical duties for the assigned supervisor, and other staff members as directed.
4. Maintains accurate records, a variety of logs, cumulative 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.

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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. 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. Reviews student records for compliance. Maintains student body counts. Compiles and tabulates statistical data. Reviews and maintains Independent Study records.
11. Assists administrators in the preparation for SART & SARB. Schedule appointments and meetings; maintains various attendance records and mail letters.
12. Operates a variety of office equipment, such as phone, calculator, copy machine and computer terminal as required. Candidates for this position must be able to perform word processing functions/data entry. Knowledge and use of Microsoft Word and Excel programs is required.
13. Receives and distributes U.S. and interdistrict mail.
14. Performs other related duties as assigned by supervision or designee as related to job description and classification.

WORKING CONDITIONS:

Employees Environment: School office environment with direct contact with district staff, and the public; subject to many demands on time and constant interruptions.

Physical abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and to exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Row 6

\$12.98 - \$17.23/Hour

209 Work Days/11 Months

8hrs per day, 5 days a week

Job Description – Clerk Typist II

Approved – March 12, 2015