

CLERK TYPIST III

DEFINITION

Under general supervision, performs complex and technical clerical tasks; coordinates and organizes specific and detailed operational activities within a work unit; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices and procedures of a specific work unit
- reviews, audits, and monitors the development of a variety of technical reports and statistical data
- locates and abstracts data from a variety of informational sources
- drafts statistical reports from various data
- answers technical questions concerning the work unit's area of responsibility
- prepares correspondence in response to technical questions
- establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogs
- types or keyboards from rough drafts and/or notes; may use transcription and/or word processing equipment and computer programs
- organizes and coordinates the preparation of documents and records including forms, bulletins, questionnaires, requisitions and a variety of other material, which may be of a highly technical and/or confidential nature
- initiates and receives telephone calls
- assists in the orientation and training of other clerical personnel
- operates a micro-computer to input and extract data from automated information management, storage and retrieval systems

QUALIFICATIONS

Knowledge of: Modern office practices, methods and procedures; appropriate English usage, spelling, grammar, punctuation and mathematical concepts, organization and project deadlines; standard office machines and equipment, including micro-computers; operational procedures, policies, rules and regulations specific to the assignment. **For Bilingual: knowledge of written and oral Spanish or other designated language.** *BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

Ability to: Perform complex and technical clerical work requiring accuracy and attention to detail; prepare clear and concise reports; accurately interpret legal mandates, District policies, rules and regulations and apply them to a variety of operational procedures; effectively organize and coordinate the work flow of the unit; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; develop project time lines and meet deadlines; establish and maintain cooperative working relationships; exhibit a tactful and helpful attitude to persons of varying socioeconomic and educational backgrounds, including School Board members, District administrators, community members, parents, teachers, students and co-workers; remain flexible and work effectively in an atmosphere of frequent interruptions and changes in task priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: A minimum of three years of secretarial/clerical experience, preferably in an educational organization.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; coursework or training in business practices, word processing, automated record management, storage, and retrieval systems is desirable.

Certificate Requirement: For school site positions, verification of a current First Aid certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.