

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Clerk Typist	REPORTS TO:	Assigned Superv.
DEPARTMENT:	Clerical	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days
BOARD APPROVAL:	3/14/07	SALARY:	Range 2
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

Perform a variety of clerical work, telephone receptionist duties, and related work as required under the supervision of the principal and direct supervision of the Administrative Assistant to the Principal.

REPRESENTATIVE DUTIES:

- Operate standard office equipment. *E*
- Use correct English, spelling, grammar and punctuation. *E*
- Perform clerical work with accuracy, speed and sound independent judgment. *E*
- Type with accuracy at a speed of 40 words per minute. *E*
- Carry out oral and written instructions effectively. *E*
- Maintain equipment in efficient working order, making simple adjustments and diagnose problems as appropriate; notify supervisor of malfunctions and problems as necessary. *E*
- Maintain inventory according to established guidelines; maintain routine records as assigned. *E*
- Handle school funds, may include student body, complete requisitions, follow-up on purchasing, and record keeping. *E*
- Work with staff and constituents tactfully, courteously and with good judgment. *E*
- Promote good staff relationships and good public relationships within the District. *E*
- Participate in meetings and in-service training programs as assigned. *E*
- Receive, distribute and send mail. *E*
- Assist School Clerk in processing cum files. *E*
- Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school. Prefer one year of office experience.

LICENSES AND OTHER REQUIREMENTS:

None

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Record-keeping techniques.

Office machines.

Office procedures.

ABILITY TO:

Operate computer, xerox and peripheral equipment.

Maintain, adjust and perform routine maintenance to equipment.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Work independently with little direction.

Work well with others.

Learn new equipment and procedures.

Work with confidentiality and discretion.

Print and write legibly.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending at the waist; carrying, pushing or pulling; seeing to proof completed work; hearing and speaking to exchange information.