

ROSS VALLEY SCHOOL DISTRICT

CLERK TYPIST

SUPERVISION EXERCISED AND RECEIVED:

Under the immediate supervision of the Principal or his/her designee.

DISTINGUISHING CHARACTERISTICS:

Performs a wide variety of clerical tasks plus other related duties as required. Adequate performance requires knowledge of procedures and precedents, ability to choose among alternatives and exercise good judgment in solving problems, and the ability to prioritize tasks.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

At the school site or District Office:

- Assists in greeting visitors to the office;
- Contacts pupils, staff, parent and the public;
- Initiates and answers telephone calls, refers or provides information/direction as needed, takes messages as appropriate;
- Performs a variety of typing tasks for various office staff and teaching staff;
- Does filing, maintains attendance and cumulative records, performs arithmetic computations, secures information from indicated sources;
- Operates office machines including intercom, copiers, computers, and typewriters;
- Renders non-emergency first aid to students when School Administrative Assistant is not available;
- Other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge of:

- Modern office procedures, including filing systems, receptionist and telephone techniques, letter and report writing, and operations of general office machines;
- Computer knowledge is required.

Ability to:

- Use correct English, spelling, punctuation, and arithmetic;
- Follow oral and written instructions;
- Type at 40 words per minute from clear copy;
- Handle telephone calls in a courteous and tactful manner, speak distinctly over the telephone;
- Analyze problems accurately and adopt an effective course of action;
- Work on own initiative and without close supervision;
- Maintain harmonious relations with school officials, teachers, other employees, and the public;

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- Attention to detail and ability to multi-task;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Dress appropriately for a school setting;
- Maintain the confidentiality of school related information.

EDUCATION:

- High School graduate or the equivalent.

EXPERIENCE:

- Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed above.

Last Approved: August 23, 1990
Last Revised: December 2004