

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: GENERAL CLERK TYPIST

BASIC FUNCTION:

Under the direction of coordinators, principals, supervisors or other professionals, performs various routine clerical tasks and does related work as required in a school office or in the Education Center.

JOB RELATIONSHIPS:

Supervised by coordinators, principals, supervisors or other professionals; has no supervisory responsibilities; may have direct contact with pupils, parents, staff and the general public.

REPRESENTATIVE DUTIES:

May type record cards, newsletters, curriculum plans, routine copying of materials and letters, work orders, requisitions and purchase orders. *E*

Uses the telephone to obtain information and locate people or materials for the office. *E*

Operates various types of office and duplicating machines. *E*

May file correspondence and informational materials. *E*

May handle supplies. *E*

May have direct contact with pupils, parents, staff and the general public. *E*

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods, procedures and equipment.

Correct English, grammar, punctuation, spelling and vocabulary.

Filing and record-keeping.

ABILITY TO:

Performs clerical work involving a degree of independent judgment.

Works well with others and maintains good relationships.

Learn to operate standard office machines and equipment.

Type 60 words per minute.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.