

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: GENERAL CLERK TYPIST II

DEFINITION:

Under the direction of project coordinator, performs a wide variety of specialized and complex clerical work in a department with district wide responsibilities; maintains special records and files pertaining to specialized district activities or programs. Has a wide knowledge of procedures, rules and precedents of the department and must be able to interpret and apply such information with staff, community members, officials, and the general public.

JOB RELATIONSHIPS:

Supervised by the project coordinator, and a working relationship with chairpersons, inservice presenters, resource, staff, parents and general public.

TYPICAL DUTIES:

Perform a wide variety of highly skilled clerical work including the personal performance or supervision of typing, checking and recording information, compiling information, preparing reports and maintaining filing systems.

Use the telephone to obtain information and locate people or materials for the office.

Use various databases and create spreadsheets on the computer.

Serve as receptionist; answer telephones, give information to the public and/or direct calls to proper office.

Review documents for accuracy, completion and conformance to establish procedures.

Compose either independently or from oral instruction, letters requesting or giving information or letters dealing with various school district activities.

Contact other agencies, the district, school and district employees to discuss department procedures and to give authoritative information on records maintained.

Maintain confidentiality concerning student records and data

Operate a variety of standard office equipment including computer and peripheral equipment and software, typewriter, calculator and copier.

Compile, assemble, organize and tabulate statistical data for inclusion in departmental records and reports.

Provide specialized assistance and information to callers and visitors regarding assigned programs or functions.

Schedule and coordinate meetings, appointments and travel arrangements.

KNOWLEDGE OF:

Modern office methods, procedures and equipment.

Correct English, grammar, punctuation, spelling and vocabulary.

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Filing systems and record-keeping techniques.

Receptionist and telephone techniques.

ABILITY TO:

Perform responsible clerical work involving independent judgment.

Work well with others and maintain good relationships.

Operate standard office machines and equipment.

Type 40 words per minute.

Establish and maintain comprehensive departmental records, logs and lists.

Prepare, format, type, edit and proof read a variety of written materials.

Greet visitors and answer telephones, provide specialized information, assistance and directions.

Learn, interpret, apply and explain rules, regulations, policies and procedures related to the assignment.

Independently perform difficult clerical work with speed and accuracy.

Understand and carry out oral and written instructions.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by coursework in office practices; and two years of increasingly responsible clerical experience.

LICENSES AND OTHER REQUIREMENTS:

High School diploma or equivalent.

Verification of typing speed.

Passage of district administered basic skills test.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

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

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Sitting for extended periods of time.