

CLERK TYPIST II

DEFINITION

Under the general supervision of an administrator, performs a variety of clerical functions of above average difficulty, including typing, keyboarding, data entry and other related duties as assigned and/or required.

ESSENTIAL DUTIES

performs a variety of clerical tasks, including, typing, keyboarding, data entry, proofreading, filing, and recordkeeping; compiles information and prepares reports and summaries
answers the telephone and provides callers with routine information and data
operates a multi-line telephone system

entry functions using a computer terminal or micro-computer
routine letters and memoranda
prepares mail
and receives visitors
books and other instructional materials or equipment
and maintenance of permanent student records, including the
names, attendance information and a variety of confidential information
student transcripts and records
prepares receipts for bank deposits
maintains statistical records
records pupil absences

Knowledge of: Modern office procedures, methods, and techniques; English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including computer terminals and micro-computers; automated record storage, retrieval and management systems.

Ability to: Perform general clerical work of average difficulty with speed and accuracy; perform simple mathematical calculations with speed and accuracy; communicate effectively in oral and written form; effectively operate a micro-

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification 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 brief 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