

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### **TYPIST CLERK I**

##### **Definition**

Under immediate supervision, to perform routine, general clerical work involving typing duties; to perform any of a variety of regular clerical record keeping, record checking, filing and typing duties which follow particular routines in school or District offices; and to do related work as required.

##### **Responsible to**

Dependent upon assignment

##### **Examples of Duties**

1. Performs a variety of clerical work, including typing, proofreading, filing, checking and recording information.
2. Alphabetizes, files and re-files papers, cards and reports.
3. Answers inquiries regarding routine departmental procedures and routes telephone calls.
4. Sorts and distributes mail.
5. Answers routine correspondence.
6. Files materials alphabetically, numerically and by other predetermined categories.
7. Makes arithmetical calculations.
8. Assists students as needed.
9. Addresses, stuffs and stamps envelopes.
10. Duplicates materials.
11. Operates a variety of office machines, including computer terminal.
12. May assist in other areas of school or job site clerical activities as needed.
13. Performs other duties as may be assigned.

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#### **Qualifications Guide**

##### **Knowledge of:**

1. Correct English usage, spelling, grammar and punctuation.
2. Standard office procedures.
3. Simple record keeping systems.

##### **Ability to:**

1. Perform a variety of basic clerical work with accuracy and speed.
2. Learn to operate standard office equipment, including computer terminal.
3. Make arithmetical calculations.
4. Post information, check records, file and alphabetize rapidly and accurately.
5. Receive and give information over the telephone or in person in a courteous manner.
6. Understand and carry out oral and written directions.
7. Maintain cooperative-working relationships with those contacted in the course of work.
8. Type at a net corrected speed of 40 words per minute.

#### **Training and Experience**

No experience is required; however, previous clerical experience is desirable; equivalent to the completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: April, 1981  
Job Description Revised: June 18, 1990