

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

TYPIST CLERK II - BILINGUAL

Definition

Under limited supervision, to perform a wide variety of moderately complex and responsible clerical work of above average difficulty in a school or District office setting; to contact or answer questions from parents and the public, to provide oral and written translations for District personnel as needed, to keep extensive records and to do related work as required.

Responsible to

Dependent upon assignment

Examples of Duties

1. Performs a variety of difficult clerical work, including typing, proofreading, filing, checking and recording information.
2. Operates a variety of office machines, including typewriter, ditto, adding machine and computer terminal.
3. Provides written and oral translation to Spanish for school personnel as needed.
4. Assist school personnel with communication with Spanish-speaking parents and students.
5. Maintains computer-based record keeping system with student information.
6. May serve as a receptionist, answers telephone and provide routine information to staff and public.
7. Telephones and confers with parents regarding meetings, student progress and other matters.
8. Types reports, letters, cards and other materials from rough draft or general instructions.
9. Provides updated student information.
10. May assist in maintaining a District calendar of events and activities and makes arrangements for meetings and conferences.
11. May receive, sort and distribute incoming and outgoing mail books and supplies.

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1. Maintains filing system.
2. Compiles and prepares various departmental records and reports.
3. Receives and receipts cash, currency and checks.
4. May receive cash, currency and checks and may give receipts.
5. May arrange for maintenance of office machines, as needed.
6. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Correct Spanish usage, spelling, grammar, punctuation and composition.
3. Modern office methods, practices and procedures.
4. Basic arithmetic, filing and record keeping procedures.
5. Record retrieval and storage systems, including computerized data systems.

Ability to:

1. Provide Spanish translations of school correspondence.
2. Communicate effectively with students, and public in English and Spanish.
3. Perform varied clerical work with accuracy and speed.
4. Type at a net corrected speed of 50 words per minute.
5. Proficiently operate standard office equipment, including personal computers, computer terminal, standard word processor, software, photo copiers, and calculators.
6. Make basic arithmetical calculations with accuracy and speed.
7. Perform clerical work without continuous supervision.
8. Work efficiently with frequent interruption.

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9. Compile and maintain accurate and complete records and reports.
10. Understand and carry out oral and written instructions.
11. Communicate effectively with staff members.
12. Maintain cooperative-working relationships with those contacted in the course of work.

Training and Experience

One year of experience in typing and-general clerical work; equivalent to the completion of the twelfth grade; familiarity with computers and word processing software, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

License

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: November 30, 1992