

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

TYPIST CLERK II

Definition

Under supervision, to perform a wide variety of moderately complex and responsible clerical work of above average difficulty in a school or District office setting; and 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. Proofs a variety of forms for correct information.
3. Searches files for specified information.
4. Types reports, letters, cards and other materials from rough draft or general instructions.
5. Explains and interprets facts and policies to other employees and the public about the records maintained.
6. Makes arrangements for meetings and conferences.
7. Sorts and files documents and records according to predetermined classifications.
8. Maintains filing system.
9. Compiles and prepares various departmental records and reports.
10. Sorts and distributes mail.
11. Addresses, stuffs and stamps envelopes.
12. Operates a variety of office machines, including typewriter, ditto, adding machine and computer terminal.
13. May supervise the work of student or temporary helpers.
14. Performs other duties as may be assigned.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

Qualifications Guide

Knowledge of:

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

Ability to:

1. Perform varied clerical work with accuracy and speed.
2. Operate standard office equipment, including computer terminal.
3. Make basic arithmetical calculations with accuracy and speed.
4. Perform clerical work without continuous supervision.
5. Work efficiently with frequent interruption.
6. Maintain records and prepare accurate reports.
7. Learn and apply office procedures, and operate office equipment skillfully.
8. Compile and maintain accurate and complete records and reports.
9. Coordinate the work of others.
10. Understand and carry out oral and written instructions.
11. Maintain cooperative-working relationships with those contacted in the course of work.
12. Type at a net corrected speed of 50 words per minute.

Training and Experience:

One year of experience in typing and general clerical work; equivalent to the completion of the twelfth grade, supplemented by or including courses in typing and office practices; 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: July 16, 1990

Typist Clerk II

Page 2 of 2