

## CLERK TYPIST II

**DEFINITION**

Under supervision, to perform a wide variety of clerical functions of average difficulty, including typing and other general office duties; and to do other related work as required.

**EXAMPLES OF DUTIES**

Performs a wide variety of clerical work, including typing, reviewing, proofreading, filing and the recording of data on records; compiles information and prepares reports and summaries, including District attendance and enrollment data; answers the telephone and may operate a private branch telephone switchboard; assists the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to the appropriate office; maintains a variety of alphabetical, numerical and subject matter files and records; types from rough drafts, notes and prepares final copy of material which may involve the utilization of transcription equipment; may compose simple or routine letters and memoranda independently; receives, sorts and distributes mail; makes appointments; may receive and distribute books and other instructional materials or equipment; may assist in the preparation and maintenance of students permanent records, including the recording of grades, test scores, attendance information and a variety of confidential information; processes student transcripts for distribution; receives money and prepares receipts for bank deposits; may maintain simple financial or statistical records; may maintain the office environment by preparing bulletin boards and displays, and by performing simple tasks in maintaining the work area in a neat and orderly condition; may administer routine first aid as required; may contact public service agencies or parents in the event of serious student illness or injury.

**QUALIFICATIONS**Knowledge of:

Modern office methods, procedures and techniques;  
Appropriate English usage, spelling, grammar, punctuation and arithmetic concepts;  
Standard office machines and equipment;  
Record storage, retrieval and management systems;  
Basic first aid techniques and procedures.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy;  
Make simple arithmetical calculations with speed and accuracy;  
Communicate effectively in oral and written form;  
Type at a net corrected speed of 45 words per minute;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

Experience:

One year of experience performing varied general office or clerical functions.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management and general office practices.

