

TYPIST CLERK I

DEFINITION

Under supervision, perform a variety of clerical and general office work; serve as an office receptionist responding to routine inquiries, operate a multi-line main switchboard and direct persons to appropriate offices; and do other related work as required. This position will generally be assigned to the main switchboards of the high schools and District office.

EXAMPLES OF DUTIES

Perform general clerical and office work, including typing, proofreading, filing, checking, and recording information; assist office visitors by providing information relative to routine or procedural matters; type material from oral directions, rough drafts, or handwritten notes, including various records, test materials, reports, memoranda, tables, lists, and a variety of other documents; post information to records and complete forms, some of which may be confidential; prepare a variety of materials for reproduction; operate a variety of office machines and equipment, including copy machines, mail machines, calculators, coin counters, and others; sort and file documents and materials according to a predetermined classification system; maintain alphabetical, numerical, index and cross reference files; make arithmetical calculations and post to statistical records; check financial records and documents for clerical and arithmetical accuracy, completeness and to ensure compliance with established procedures; process outgoing letters, documents, and forms; receive, sort and distribute incoming mail.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;
Correct English usage, spelling, grammar, punctuation and arithmetic concepts;
Standard office machines, computers, and equipment;
Record storage, retrieval and school-related computer systems;
Basic health and first aid techniques and procedures as required by the assignment.

Ability to:

Perform general clerical work with speed and accuracy;
Make simple arithmetical calculations;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Effectively work with computers;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy (In some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration);
Capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

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

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Experience:

Some experience performing varied general office or clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting object up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I