

Redlands Unified School District

TYPIST CLERK II – District Office Switchboard

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, public contact, and office support duties; serve as the District Office receptionist responding to routine inquiries; operate a multi-line mainline switchboard and direct persons to appropriate offices; receive and process ingoing and outgoing mail for District Office and school sites which includes operating and maintaining District Office mail machine equipment and software; may assist with clerical support to District Office departments; regular contact with parents, teachers, District staff, and the public; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of clerical tasks, including typing, proofreading, filing, and recording of data; compile information and prepare reports and summaries; answer the telephone and provide callers with routine information and data; operate a telephone switchboard; assist the public and office visitors by answering routine inquiries and directing them to appropriate offices; maintain a variety of alphabetical, numerical, and subject matter files and records; type from rough drafts and notes; perform a variety of functions using office equipment including a copier, scanner, fax machine, computer and assigned software; may compose routine letters and memoranda independently; receive, sort, and distribute mail; process and facilitate postage charges for outgoing U.S. mail through the operation of mail machine equipment and software or an outside mail processing agency; send and receive emails and fax correspondence; may receive and distribute books and other instructional materials or equipment; may maintain simple financial or statistical records; perform tasks in maintaining a neat and orderly work environment.

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 and equipment;
Computer terminology and a working knowledge of various software programs;
Record storage, retrieval, and school-related computerized systems;
Basic health and first aid techniques and procedures, as required by the assignment.

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;
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, record management, and general office practice.

Experience:

One year of 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 objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I