

# FALLBROOK UNION HIGH SCHOOL

## CLERK TYPIST II

### Position Description

**DEFINITION:** Under general supervision, to perform a variety of typing, records maintenance and general clerical work of moderate difficulty; to maintain specific records and files pertaining to specialized activities or programs; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:** Positions in this class are distinguished by the assignment of clerical duties which require a knowledge of the school, subject matter and/or clerical functions of the office or department. Incumbents work within a framework of established procedures and are expected to perform a wide variety of typing and general clerical duties with occasional instruction or assistance.

#### **EXAMPLES OF DUTIES:**

- Types letters, reports, bulletins, memoranda, or other material from oral directions, rough draft, copy, or notes. May compose simple routine memos and letters independently for distribution within the organization.
- Sorts and files documents and records according to pre-determined classifications, maintaining alphabetical, numerical, index, and cross reference files.
- Answers the telephone and provides caller with routine information and data and may make appointments for assigned supervisor/administrator.
- May have frequent contact with students, staff, parents, and the public, answering a variety of questions and giving out information from established records.
- Receives and routes correspondence, forms and appropriate information to staff and/or public.
- May supervise student workers.
- Compiles information from various sources and types on a variety of standardized forms.
- Operates standard office machines and performs a variety of data entry functions using a computer terminal.
- May make arithmetical calculations, receive money and prepare receipts.
- Uses independent judgment in selecting proper work methods within approved alternatives.

**QUALIFICATIONS: KNOWLEDGE OF:** Correct English usage, spelling, grammar, punctuation, and composition; Modern office methods, procedures, and equipment, including receptionist and telephone techniques; Numerical, alphabetical, and subject matter filing systems.

**ABILITY TO:** Perform a variety of clerical work of moderate difficulty with accuracy and speed without continuous supervision; Operate standard office equipment including computer terminals; Make basic mathematical calculations with accuracy and speed; Communicate effectively with students, public and staff; Understand and carry out oral and written instructions; Type at a speed of 45 words per minute; Work efficiently under pressure with constant interruptions.

**EDUCATION/TRAINING/EXPERIENCE:** Equivalent to the completion of the twelfth grade; and one year of varied clerical, typing, or office work; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

**Salary: Range** 10

**Overtime Status:** Exempt