

# **CLERK TYPIST I**

<b>JOB SUMMARY</b>	Under direct supervision, perform a variety of routine and repetitive clerical tasks in support of an office.
<b>DISTINGUISHING CHARACTERISTICS</b>	The Clerk Typist I is the first level of the Clerk Typist series. Incumbents perform routine clerical duties from established guidelines and usually support other higher level clerical or secretarial staff.
<b>TYPICAL DUTIES</b>	Operate a keyboard to enter data into a computer or to type routine information on a variety of written materials such as forms, notices, bulletins, letters, or lists from straight copy or rough draft; act as school office receptionist, answering phones, waiting on counter, assisting students with absence slips, notes, etc. File alphabetically, chronologically, and numerically; answer questions, and provide information both in person and on the telephone to parents, students, staff, etc. May attend student council meetings and type minutes; provide routine information and assistance to staff; duplicate, collate, and distribute materials and information; maintain files and records such as cum folders, and perform attendance accounting. Open and distribute mail and other materials; operate a variety office equipment such as typewriter, copier, computer terminal and/or microcomputer and related software. May be required to administer first aid/CPR and dispense medication as prescribed by a physician. May also be required to provide specialized services, (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff. Perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, including, or supplemented by clerical training and one year of clerical experience involving public contact. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.
<b>Knowledge of:</b>	Modern office procedures, practices, and equipment; correct English usage, spelling, punctuation, grammar, and vocabulary; operation of business machines including typewriter, computer terminal and/or microcomputer, and calculator; receptionist and telephone techniques; record keeping methods; interpersonal skills including tact, courtesy and patience.
<b>Abilityto:</b>	Perform clerical dues such as filing, duplicating, and typing; type at a corrected speed of 30 wpm; file alphabetically, numerically, chronologically, and categorically; operate office equipment such as typewriters, computer terminals and/or microcomputers and related software; copiers; calculators; learn, apply, and explain a variety of rules, regulations, and District policies; deal tactfully and courteously with the public; understand and follow oral and written instructions; be trained in basic and emergency first aid, CPR and follow physician directions regarding medication. communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others.
<b>PHYSICAL ABILITY</b>	While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

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The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability