

CLERK TYPIST II/BILINGUAL

JOB SUMMARY

Under direction of an assigned supervisor, perform a wide variety of clerical tasks independently, involving broadly defined policies and procedures in support of a district function. Provide support in primary language as required. Translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings, telephone calls, etc.

DISTINGUISHING CHARACTERISTICS

Clerk Typist II is the experienced level class of the clerical series. The duties, performed in both English and Primary language require exercise of discretion in the application of standard practices and procedures or in modification of existing methods to complete assignments. Incumbents must be capable of training other assistants or student helpers and may be the sole clerical support of a small office or function.

TYPICAL DUTIES

Both English and Primary language will be required to perform these duties. Receive visitors and refer calls and visitors to proper person/area. Compose and type correspondence, memos, bulletins, forms, reports, lists, or other materials from notes, verbal instructions, straight copy, or rough draft. Open, sort, and distribute mail and other materials. Establish and maintain inter related records and filing systems. Receive, collect, duplicate, and distribute information. Post information from various forms and format into presentable reports. Maintain enrollment, transfers, and attendance records either manually or by entering appropriate information into the computer; call parents on student absences as directed. Issue tardy and readmit notices. Maintain, and post to as required, health and immunization records and cum folders. Process materials related to students of a sensitive and confidential nature. Order, receive, issue, and store supplies and books. May make student schedule changed and at times, schedule students. Type course descriptions, awards, etc. Prepare and process reports, forms, and documents. Compile and tabulate statistical data. Review documents for accuracy, completeness and conformance to established procedures. 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. Provide information and assistance to District staff and public regarding the operations of assigned function. Operate office equipment including calculator, typewriter, copier, computer and/or microcomputer and related software. Assist and relieve other office staff as assigned. Perform other related duties as assigned.

JOB REQUIREMENTS

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. Excellent command of the English language, written and verbal, and some experience working with limited or non-English speaking individuals. 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.

Knowledge of:

Modern office procedures, practices, and equipment; correct English usage, spelling, punctuation, grammar, and vocabulary (in both English and Primary language); 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; interpreting and translating two languages (including English). Statistical record keeping procedures. Records storage and retrieval.

Ability to:

Type at a corrected speed of 40 wpm. Perform clerical duties accurately and within prescribed time lines. Operate office equipment such as computer terminal and/or microcomputer, typewriter, calculator, and copier. Post information accurately between documents. Maintain supplies, records, and attendance accounts. Read and explain a variety of rules, regulations, and District policies. Understand and follow oral and written instructions in both English and Primary language. Be trained in basic and emergency first aid, CPR and follow physician directions regarding medication. Establish and maintain effective and cooperative working relationships with others. Set up and maintain files. Work with a minimum amount of direct supervision. Communicate effectively, both orally and in writing.

PHYSICAL ABILITY

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.

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