

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Clerk Typist II

DEFINITION:

Under the general supervision of the administrator in charge, performs a variety of clerical duties, including typing, and assisting in the daily clerical operation of the office.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs a full range of receptionist duties
- Dispenses school and or District information to parents and the general public
- Types reports, letters, records, memoranda, and other necessary materials from verbal direction or rough draft
- Sorts and files documents and maintains appropriate indexes
- Processes and maintains records
- Receives, sorts and distributes incoming and outgoing mail
- Receives, accounts for, and distributes funds, including currency and checks
- Maintains, records, and distributes reports
- Provides basic first aid to students when needed
- Communicates effectively with students, staff, and the public
- Operates office machines: computer, typewriter, copier, etc., as needed
- Assists site administrator in maintaining teacher budgets
- Inputs daily student attendance on Mac School computer software
- Performs other related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Proper English grammar and spelling
- Basic office machines

ABILITY TO:

- Learn office practices and procedures
- Communicate well verbally
- Type/utilize Keyboard skills @ 40 WPM, with accuracy
- Maintain the confidentiality of school related information
- Relate positively to students, staff and the public

EXPERIENCE:

- Two years of clerical experience, preferably in a school district

EDUCATION:

- High school or equivalent
- Red Cross recognized first aid certificate or successful completion of a first aid course within three months after employment
- CPR Certificate or successful completion of course within three months after employment

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish
- Experience in a fast paced office environment

First Reading: July 23, 1996

Second Reading:

Revised: 7/27/16

Approved 3/6/18