

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: CLERK TYPIST I

**BASIC FUNCTION**

Under the direction of the administrator or designee, to perform a variety of clerical and general office work; to serve as an office receptionist responding to routine inquiries and directing persons to appropriate offices; and to do other related work as required. Incumbents in this classification provide students, staff and the public with information through the performance of a variety of clerical services which directly supports learning.

**ESSENTIAL JOB FUNCTIONS**

- Performs general clerical and office work, including typing, proofreading, filing, checking, and recording information
- Assists office visitors by providing information relative to routine or procedural matters
- Types and inputs material from oral directions, rough drafts, or handwritten notes, including various records, test materials, reports, memoranda, tables, lists, and a variety of other documents
- Posts information to a management information storage and retrieval system, and completes forms, some of which may be confidential
- Prepares a variety of materials for duplication and printing (e.g., staff meeting minutes, memos to parents, flyers, menus, etc.)
- Operates a variety of office machines and equipment. Sorts and files documents and materials according to a predetermined classification system
- Maintains alphabetical, numerical, index, and cross reference files
- Maintains a variety of operational records
- Makes arithmetical calculations and posts to statistical records
- Checks simple financial records and documents for clerical and arithmetical accuracy, completeness and to ensure compliance with established procedures
- Processes outgoing letters, documents, and forms
- Receives, sorts, and distributes incoming mail
- May contact parents to verify student absences
- May administer routine first aid and contact appropriate persons and agencies in the event of serious illness or injury
- May collect and receipt funds
- Performs other duties related to the class as assigned

**JOB REQUIREMENTS – QUALIFICATIONS****Skills, Knowledge and/or Abilities Required:**Skill to:

- Operate modern office methods and equipment, including automated record management and filing systems, and computers
- Correct English usage in both written and verbal form, spelling, grammar and punctuation

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Standard office machines and equipment

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- Numerical, alphabetical, and subject matter filing systems
- Basic first aid techniques and procedures, as required by the assignment

### Ability to:

- Understand and carry out oral and written instructions
- Adapt correspondence in response to routine informational inquiries
- Learn and apply standard office procedures and operate modern office equipment skillfully and efficiently
- Perform routine general office and clerical work with speed and accuracy
- Communicate effectively both orally and in writing
- Work courteously and tactfully with co-workers, public and parents
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism while keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

### **PHYSICAL DEMANDS**

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION REQUIREMENT**

#### Experience:

Minimum of six (6) months general clerical experience.

#### Education:

Equivalent to the completion of High School, including or supplemented by coursework or training in typing, filing, and office practices.

### **LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possess and maintain a valid First Aid Certificate