

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE TYPIST CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports.

REPRESENTATIVE DUTIES:

Assist in the preparation and distribution of board meeting notices, agendas, and board minutes.

Receive visitors and interview callers; respond to routine inquiries and screen and refer callers to other individuals as appropriate.

Maintain an understanding of the programs and functions of the Superintendent and Business Office and their relation to the District operations as a whole.

Assist in the maintenance of a variety of complex and confidential files, records, and reports related to the Board of Education, personnel, payroll, division activities and State and federal projects and programs.

Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy, rough draft, or verbal instructions.

Type and perform other clerical duties for the assigned supervisor, as directed.

Distribute various forms and provide information and assistance to the public and staff regarding their completion in an accurate and timely manner.

Order, receive, inventory, store and distribute office supplies and forms of assigned area.

Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.

Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.

Schedule appointments and meetings; maintain various schedules and calendars.

Provide information to administrators, employees, students, parents and the public as necessary.

Operate a variety of office equipment, including typewriter, calculator and copy machines; may operate computer and/or word processing hardware.

Open, sort and route U.S. and District mail as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations pertaining to position.

School District organization, operations, policies and objectives pertaining to position.

Applicable sections of the State Education Code and other applicable laws.

ABILITY TO:

Perform clerical duties such as filing, duplicating, typing and maintaining records.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Type at 50 words net per minute from clear copy.

Work confidentially with discretion.

Operate a wide variety of office equipment.

Meet schedules and time lines.

Maintain accurate records and files.

Communicate effectively both orally and in writing.

Work cooperatively and effectively with others.

Learn basic computer operation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by business courses and two years increasingly responsible experience.

WORKING CONDITIONS:

District office environment.

12/88

Admtpclk