

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: TYPIST CLERK I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine typing and general clerical activities in support of a school or district function.

DISTINGUISHING CHARACTERISTICS:

The Typist Clerk I is the entry-level class in the Typist Clerk series. Incumbents in this classification perform routine and repetitive general clerical duties requiring minimal previous experience. Duties are performed with brief instructions and under close supervision.

REPRESENTATIVE DUTIES:

Type a variety of written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft.

Receive visitors and refer telephone calls and visitors to proper person; answer routine questions according to established guidelines.

Maintain records, inventories, index and cross reference files.

Receive, sort and distribute incoming and outgoing mail.

Duplicate items; package and distribute completed copies.

Assure the timely distribution and receipt of a variety of records, reports and bulletins as directed.

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

Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.

Make telephone calls as directed; take and relay messages.

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Simple record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic reading and writing abilities.
- Oral and written communication skills.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform clerical duties such as filing, duplications, typing and maintaining simple records.
- Operate a duplicating machine, typewriter and adding machine.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Type at 30 words net per minute from clear copy.
- Maintain records and prepare reports.
- Work cooperatively and effectively with others.
- Communicate effectively both orally and in writing.
- Learn basic computer operations.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

- School or District office environment.