

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: TYPIST CLERK II

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Typist Clerk II class provide clerical support to other clerical or secretarial staff and may perform some assignments independently.

REPRESENTATIVE DUTIES:

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

Type and perform other clerical duties for the assigned supervisor, classroom teachers and other staff members as directed.

Maintain a variety of logs, records and files related to student and staff attendance and other school or District activities and programs.

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

Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed.

Assist with clerical duties related to specific campus activities such as classroom support, club and athletic activities and outside organization support.

Maintain supply and material inventory of assigned area; order, receive and distribute materials, equipment and supplies as directed.

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 math computations and securing information from clearly indicated sources.

Administer first aid and dispense authorized medication in accordance with established guidelines if required for position.

Schedule appointments and meetings; maintain various schedules and calendars.

Sort and distribute incoming U.S. and inter-district mail.

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

Assist in collecting fees and receipt of monies; maintain records of monies received and spent.

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.

Basic first aid procedures if required by position.

Health and safety regulations pertaining to position.

Ability to:

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

Make math calculations quickly and accurately.

Understand and follow oral and written directions.

Type at 30 net words per minute from a 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 one year clerical experience.

LICENSES AND OTHER REQUIREMENTS:

A valid First Aid Certificate will be required within six months of employment if assigned to an elementary school.

WORKING CONDITIONS:

School or District office environment.