

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: TYPIST CLERK III

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical and typing work in support of an assigned school or District function; provide work direction and guidance to student assistants and other clerical personnel as assigned.

DISTINGUISHING CHARACTERISTICS

The Typist Clerk III performs specialized clerical duties or provides sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties over other clerical personnel.

REPRESENTATIVE DUTIES:

Perform a variety of technical clerical duties in support of an assigned function; coordinate office activities to reduce administrative detail for assigned supervisor.

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office according to established guidelines.

Compose correspondence either independently or from oral instruction; prepare letters, memos and forms, requesting or providing information and letters dealing with school or District information.

Prepare, type and duplicate a variety of items including proposals, contracts, reports, agendas, minutes and student records.

Coordinate master schedule; assist in communicating to others regarding meetings, appointments, activities or announcements; make appointments, schedule meetings or conferences, arrange interviews for supervisors and others; coordinate meetings, conferences and workshops as assigned including assembling, typing and duplicating materials.

Perform technical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or Federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.

Collect and account for fees and other monies received; monitor office or program budget according to established guidelines; type requisitions and process invoices according to established procedures.

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned.

Assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

Train and provide work direction and guidance to student assistants and other clerical personnel as assigned.

Operate a variety of office machines such as typewriter, calculator, copy machine, word-processing and computer hardware and communications equipment.

Receive, screen and route mail.

Maintain confidentiality of a variety of sensitive materials and information.

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

Receive and verify applications for services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Functions and clerical operations of an administrative office.

Receptionist and telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Appropriate terminology of assigned function.

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

District organization, operations, policies and objectives related to assigned function.

Applicable sections of Stated Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic research techniques.

Basic first aid procedures if required for position.

Ability to:

Perform responsible and complex technical clerical work involving independent judgment and requiring accuracy and speed.

Establish and implement revised office procedures as needed and according to established guidelines.

Understand and follow rules and written directions and apply specific situations.
Compose correspondence independently.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Perform research.
Perform duties effectively with many demands on time and constant interruptions.
Plan and organize work.
Train and provide work direction to others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Type at 50 net words per minute from a clear copy.
Make math calculations quickly and accurately.
Understand and follow oral and written directions.
Operate a variety of office machines such as typewriter, computer terminal, adding machine, calculator, copy machine, word processor and communications equipment.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

A valid First Aid Certificate will be required within six months of employment if assigned to a Children's Center site.

WORKING CONDITIONS:

School or District office environment.