

FALLBROOK UNION HIGH SCHOOL DISTRICT

**POSITION DESCRIPTION
CLERK TYPIST III****DEFINITION:**

Under minimum supervision, to perform a variety of specialized clerical work of above average difficulty in school or district offices involving use of independent judgment and requiring accuracy and speed, and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished by the assignment of more complex clerical duties that require a working knowledge of the school, subject matter and/or clerical functions of the office or department. Adequate performance at this level requires some degree of independent judgment and responsibility and the ability to choose among a number of alternatives in solving routine problems. Work is normally reviewed only on completion for overall results.

EXAMPLES OF DUTIES:

- Types letters, reports, bulletins, memoranda, or other material from oral directions, rough draft copy or notes. Composes, independently or from oral instructions, memos and letters requesting or giving information.
- Receives telephone calls and makes appointments for appropriate supervisor/ administrator and/or provides necessary information to caller.
- Operates standard office machines and performs a variety of data entry functions using a computer terminal.
- May have frequent contact with students, staff, parents, and the public, answering a variety of questions and giving out information from established records. May assist them in completing a variety of forms and documents.
- May supervise student workers.
- Searches records for clearly defined information; compiles data into readable format to provide information for supervisor.
- Establishes and maintains alphabetical, numerical, index and cross reference files.
- Uses creativity and independent judgment in selecting proper work methods within approved alternatives.
- May contact and assign substitute personnel to replace absent employees.
- Checks & reviews data for completeness.
- May be responsible for room/building key distribution.
- May make arithmetical calculations, receive money and prepare receipts.

KNOWLEDGE & ABILITIES IN THE FOLLOWING AREAS:

- Correct English usage, spelling, grammar, punctuation, composition, and arithmetic concepts
- Modern office methods, procedures and equipment
- Methods used in preparing statistical reports
- Filing systems and record keeping
- Perform a variety of difficult clerical work involving use of independent judgment and requiring accuracy and speed
- Proficiently operate standard office equipment
- Communicate effectively with students, public and staff

- Compile and maintain accurate and complete records and reports
- Understand, carry out, and give oral and written instructions
- Type at a net corrected speed of 50 words per minute
- Work efficiently under pressure with constant interruptions

EDUCATION & EXPERIENCE:

Equivalent to the completion of the twelfth grade, including or supplemented by courses in office practices.

Two years of responsible office experience. Two years as a Clerk Typist II in this district would be an example of qualifying experience.

WORKING CONDITIONS:

Office environment: Lifting, pushing, and/or pulling objects normally does not exceed 50 lbs. and is an infrequent aspect of the job. Positions in this class require vision (which may be corrected) to read small print. Requires mobility of arms to reach, and dexterity of hands to manipulate small objects.

SALARY:

Range 14 on the Classified Salary Schedule.

3.5 Or 8 hours per day

Adopted: 5/2/96

Revised: 11/700