SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Clerk Typist I
REPORTS TO: Assigned Supervisor

DEPARTMENT: Various School Sites or Departments
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 017 OTBS

REVISED: May 28, 2019

BASIC FUNCTION:
Perform entry-level general office-clerical duties in schools and central administrative offices.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Use a computer and related software and equipment to type/keyboard and produce a variety of documents including forms, letters, labels, bulletins, and transcripts. E

Maintain segments of operational records and assist with the preparation of reports. E

Process and repair library books; check books in and out. E

Enroll and transfer pupils; maintain pupil, personnel, financial, and census records. E

Provide illness and accident attention and first aid for pupils and perform clerical duties in the nurse’s office. E

Post receiving sheets, stock and equipment requisitions, tardy and absentee slips, and program changes. E

Collect, sort, post, and price requisitions, sales orders, and billings. E

Receive, time-stamp, sort and distribute incoming mail; assemble printed or duplicated materials for distribution. E

Operate standard office equipment; operate computers to enter data and extract a variety of reports and lists. E

Assist in receiving and distributing office supplies. E

May explain rules, regulations, policies, and procedures.

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to high school graduation.

LICENSES AND OTHER REQUIREMENTS:
Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Reading and writing English communication skills.
Basic arithmetic.

ABILITY TO:
Read, write, speak, and understand the English language.
Perform general office-clerical duties.
Perform basic arithmetic-clerical computations.
Learn standard office organization, methods, procedures, and applicable rules of assigned school or department.
Learn the operation of standard office equipment, including computers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions in this job class are part-time. Part-time positions are subject to an increase or decrease in hours according to district needs.

*Clerk Typist I assigned to School Sites:
Employees in monthly Clerk Typist I positions who have served two consecutive school years at a school site may be eligible for reclassification to School Clerical Assistant provided the requirements of the School Clerical Assistant Reclassification Request Form and District Procedure 7540, D.3 are met. The School Clerical Assistant Reclassification Form is available on the district's website under the "Employment" page. You may contact Classification and Recruitment (619/725-8089) for additional information.

DISTINGUISHING CHARACTERISTICS:

A Clerk Typist I performs entry-level general clerical duties of a limited scope and receives on-the-job training in office systems and procedures.

A School Clerical Assistant provides office-clerical assistance in the main office, financial office, or library of an elementary, middle, junior high, or senior high school.
A Clerk Typist II applies knowledge of office operations and procedures in carrying out a variety of responsible clerical activities related to the business operations of the assigned office.

A Clerk Typist III performs complex clerical duties and exercises initiative and judgment in applying established practices to perform work. Developing and maintaining complex and specialized databases and recordkeeping systems is an integral aspect of the duties.

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PH