SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Clerk Typist II

REPORTS TO: Assigned Supervisor

DEPARTMENT: Various Departments

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 024 OTBS

REVISED: May 28, 2019

BASIC FUNCTION: Perform a wide variety of responsible, general office-clerical duties.

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

Serve as receptionist. E

Type/keyboard and prepare a variety of documents including forms, correspondence requisitions, reports, and purchase orders. E

Maintain operational records and business files, and prepare reports. E

Open, sort, and distribute mail. E

Perform library clerical work including the preparation and maintenance of catalog, access, and circulation records. E

Operate standard office equipment; operate computers to enter data and extract a variety of reports and lists. 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 and one year of recent, full-time or equivalent part-time, paid office clerical experience. Graduation from a recognized college with an associate of arts degree or higher in business, office administration, or related major may be substituted for the experience requirement.

LICENSES AND OTHER REQUIREMENTS:
Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.
Possession of a valid California driver’s license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Modern office procedures and methods, and the use of standard office machines and equipment.
Reading and writing English communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**
Read, write, speak, and understand the English language.
Perform arithmetic computations.
Operate standard office equipment, including computers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work, and meet schedules and time lines.
Read and explain rules, regulations, policies, and procedures
Train and lead the work of other clerical assistants.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor, office environment.

**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: A Clerk Typist II assigned to a Children’s Center must successfully pass an approved food service safety certification examination within 60 days after appointment.

NOTE: Some positions in this job class may require skill in the use of conversational sign language and TDD/TTY machines.

**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 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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