SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Clerk Typist III
REPORTS TO: Assigned Supervisor

DEPARTMENT: Various S Departments
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 028

REVISED: May 28, 2019

BASIC FUNCTION:
Maintain a technical or specialized clerical record-keeping system; provide specialized and complex information or clerical services for the district, typically in a public contact assignment, and/or lead the work of clerical assistants.

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

Develop and maintain technical or specialized record-keeping systems and files for major projects or programs. E

Provide specialized and complex information, and prepare reports on budget, capital outlay, supplies and services, receipt and distribution, and other complex reports. E

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

Check purchase bids and other documents for accuracy and completeness. E

Type/keyboard and prepare reports, correspondence, contracts, forms, and other documents. E

Serve as receptionist. E

Explain school district regulations, policies, and procedures. E

Train and lead the work of clerical staff. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to two years of full-time equivalent, paid, increasingly responsible office-clerical experience.
LICENCES 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 computers, standard office machines and
equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

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.
Meet schedules and time lines.
Maintain records.
Rapidly learn and explain pertinent rules, regulations, policies, and procedures.
Train and lead the work of clerical staff or pupil assistants.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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.

DISTINGUISHING CHARACTERISTICS:
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 distinguishes the Clerk Typist III job class from the lower level job classes of
Clerk Typist II and Clerk Typist I, the latter which is entry level.

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