

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Clerk Typist III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites or Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	June 10, 2002		

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, 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

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 microcomputers to enter data and extract a variety of reports and lists. **E**

Check purchase bids. **E**

Type reports, correspondence, contracts, forms, and other documents. **E**

Serve as receptionist. **E**

Explain school district regulations, policies, and procedures. **E**

Lead the work of clerical staff or pupil assistants. **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.

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.

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 microcomputers 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.

Direct 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.

Revised 3.24.04—PeopleSoft

Job Code 6012

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