

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Steno Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	025
<b>REVISED:</b>	June 1992		OTBS

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**BASIC FUNCTION:**

Perform a variety of secretarial and 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**

Provide secretarial assistance in a departmental office or section. **E**

Take and transcribe simple dictation.

Type letters, bulletins, reports, and requisitions. **E**

Act as office receptionist.

Maintain records and files. **E**

Prepare and duplicate materials. **E**

Open and route mail. **E**

Operate duplicator, adding machine, and other standard office equipment. **E**

Perform minor computational tasks. **E**

Operate word processing equipment and basic on-line data terminals.

Operate a microcomputer to enter data and extract a variety of reports and lists.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of full time equivalent, paid, office clerical or stenographic experience. One school year (ten full-time equivalent months) is acceptable.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/Keyboarding certificate at 40 W.P.M. Shorthand skills (80 W.P.M), while desirable in all positions in this job class, may be very required for specific positions at the option of the selecting administrator.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office methods and procedures and the use of standard office machines and equipment.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Type/Keyboard at a net, corrected speed of 40 words per minute.  
Edit correspondence and report draft for proper grammar, spelling, and punctuation.  
Perform arithmetic computation.  
Learn the operation of word processing equipment, microcomputers, and basic on-line data terminals.  
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 and prepare reports.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.