

INTERMEDIATE CLERK TYPIST

DEFINITION

Under general supervision, performs a variety of clerical duties, usually involving the use of a typewriter or computer in an administrative office or school; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class work under general supervision with only occasional instructions or assistance. Within a framework of established procedures, an incumbent is expected to perform a wide variety of moderately difficult clerical work. Adequate performance at this level requires a knowledge of departmental or school procedures and precedents and ability to choose among a limited number of alternatives in solving routine problems. An Intermediate Clerk Typist may be assigned as the only clerical employee in an office and is expected to work productively in the absence of the supervisor. Some positions will require the incumbent to use word processing equipment in the performance of duties. Training or appropriate equipment will be issued to the incumbent.

EXAMPLE OF DUTIES

Performs a variety of clerical work such as standard and statistical typing, checking, proofreading, filing, and recording information on records. *E*

Answers telephone; schedules appointments. *E*

Maintains a variety of files and records. *E*

Types rough and final copy of material from clear copy or written rough drafts; types requisitions and purchase forms. *E*

Operates office equipment such as adding, mimeograph, copiers, and ditto machines; operates the laminator, slide projector, film splice, and other media-related equipment. *E*

Receives, shelves, and distributes supplies, and/or other instructional material after checking condition. *E*

Posts information to logs, records, charts or cards. *E*

Reviews forms for completeness and accuracy and obtains information as necessary. *E*

Gives information to parents and students on subjects such as procedures for enrollment, registration, attendance, and withdrawal. *E*

Assists in the preparation of student enrollment and attendance records. *E*

EXAMPLE OF DUTIES (cont.)

Receives and processes employee requisitions and applications for employment; processes and fingerprints new employees. *E*

Audits, corrects, and updates data processing, student, and departmental records. *E*

Assists the public at the counter and assists teachers and others in locating instructional materials and in the use of audio-visual and art equipment as assigned. *E*

Assists and works with students, employees, and the public as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office equipment and procedures;
2. English usage, spelling, grammar, and punctuation;
3. Basic math;
4. Telephone etiquette; and
5. Filing systems and standard record keeping methods.

Ability to:

1. Learn the policies, rules, regulations, and procedures of the assigned office;
2. Sort and file accurately and locate material in files;
3. Learn to operate various types of office machines;
4. Learn to operate various types of audio-visual equipment may be required in some positions;
5. Receive and give information over the telephone or in public in a courteous manner;
6. Perform arithmetic calculations with speed and accuracy;
7. Perform a variety of clerical work of average difficulty;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work;
10. Keyboarding with accuracy at an acceptable speed; and
11. Operate word processing equipment.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience performing varied clerical work;

or

One year experience at or equivalent to the level of a Clerk Typist with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read from rough and clear copy; carrying, pushing or pulling; moderate lifting up to 25 pounds.

Special Requirement:

Some positions in this class may require use of personal automobile.

Revised: 7/81
7/94