

SENIOR CLERK TYPIST

DEFINITION

Under general supervision, performs a wide variety of clerical duties of above average difficulty 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 are distinguished from positions in the class of Intermediate Clerk Typist by the independent performance of specialized work requiring a more thorough knowledge of the policies, procedures, regulations, and methods which impact upon their assigned duties. Positions typically work in a setting in which the supervisor delegates responsible aspects of the program to the incumbent. The incumbent is expected to make decisions, which do not depart from policy, and to have a wide range of independent personal contacts with the public and others to attain and gather data requiring the use of judgment and tact. Incumbents are responsible for planning and completing work within established time schedules. Positions generally direct the work of subordinate clerical staff. Some positions will require the incumbent to use computerized equipment and software programs in the performance of duties. Some positions in this class provide assistance in the school health office tending to the needs of ill students according to directions and procedures established by the school nurse.

LICENSE/CERTIFICATE REQUIRED

Some positions may require possession of a valid Red Cross Standard First Aid certificate.

Some positions may require possession of a valid Red Cross Cardiopulmonary Resuscitation certificate.

EXAMPLES OF DUTIES

Performs a wide variety of difficult clerical work such as standard and statistical typing, checking, proofreading, filing, recording information on records, and compiling information for reports and summaries. *E*

Prepares a variety of reports and summaries requiring independent judgment as assigned; types confidential and technical reports; maintains a variety of files and records, personally collecting required information. *E*

Compiles student enrollment and attendance records, organizes, logs, batches, forwards materials. *E*

Initiates and receives telephone calls. *E*

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

Operates office equipment such as adding, mimeograph, copiers, and ditto machines. *E*

Makes appointments and sets up meetings. *E*

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

Makes computations, compiles data, and maintains financial records. *E*

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

Maintains employee time records. *E*

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

Provides information to parents and students on a broad range of subjects such as procedures for enrollment and registration, resident and inter-district regulations, attendance withdrawal, student immunizations and other health matters, and related information on procedures and regulations. *E*

Assists with first aid to ill and injured students; distributes adhesive bandages, non-aspirin, prescribed medications according to physician instructions and established District procedures as directed; and evaluates emergency situations. *E*

Maintains records for specialized programs as assigned. *E*

Checks forms for completeness and accuracy and obtain information as necessary; modifies and/or devises forms for reporting data as necessary. *E*

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

Assists in the repair/maintenance of various types of District equipment 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;
5. Filing systems and standard record keeping methods; and
6. Report preparation.

Ability to:

1. Perform a variety of responsible clerical work of above average difficulty;
2. Work independently and with little direct supervision;
3. Sort and file accurately and locate material in files;
4. Learn to operate various types of office machines;
5. Receive and give information over the telephone or in public in a courteous manner;
6. Perform arithmetic calculations with speed and accuracy;
7. Understand and carry out oral and written instructions;
8. Understand and apply with good judgment the policies, laws, rules, and regulations which apply to the assigned function;
9. Independently compose letters, memoranda, bulletins, and reports;
10. Keyboard with accuracy at an acceptable rate of speed; operate word processing equipment; and
11. Maintain work pace appropriate to given workload.

EDUCATION

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

EXPERIENCE

Experience performing increasingly responsible and varied clerical work,

or

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

WORKING CONDITIONS

Environment:

Office environment: subject to considerable distraction and constant interruptions.

Physical Activities:

Lifting, carrying and/or pushing light objects up to 25 pounds; 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.

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