

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 1988
RANGE: 35.5
CLASSIFIED
CODE: None

CLERK TYPIST II

DEFINITION

Under general supervision, performs a wide variety of clerical functions of average to above average difficulty, including typing, reception, and other general office duties;

does other related work as required.

EXAMPLES OF DUTIES

Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data;

compile information and prepare reports and summaries;

answer the telephone and provide caller with routine information and data;

may occasionally operate a private branch telephone switchboard;

assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices or staff members;

maintains a variety of alphabetical, numerical, and subject matter files and records;

types from rough drafts and notes, and prepares final copy of material which may involve the utilization of transcription equipment;

may perform a variety of data entry functions using a computer terminal;

may compose routine letters and memoranda;

receive, sort, and distribute mail;

make appointments following consultation with staff secretarial personnel;

may assist in the preparation and distribution of legal documents and a variety of confidential information and data;

may maintain simple financial or statistical records;

may assist in the development of student records and in the preparation and distribution of student transcripts;

may transfer pupil records to requesting agencies.

QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, and techniques;

English usage, spelling, grammar, punctuation, arithmetic concepts, and legal terminology as required by the assignment;

standard office machines and equipment;

record storage, retrieval, and management systems.

Ability to:

Perform general clerical work of average difficulty with speed and accuracy;

make simple arithmetical calculations with speed and accuracy;

communicate effectively in oral and written form;

type or keyboard at a net corrected speed of 40 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

ability to communicate in Spanish may be required depending on assignment;

Experience:

One year of experience performing varied general office or clerical functions.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, record management, and general office practices.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/21/15

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