

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 1988
RANGE: 37.5
CLASSIFIED
CODE: NONE

CLERK TYPIST III

DEFINITION

Under general supervision, to perform a variety of technical and complex clerical tasks;
to be responsible for coordinating and organizing a specific set of functional activities within a work unit;
and to do other related work as required.

EXAMPLES OF DUTIES

Perform complex and technical clerical work involving a review and audit of a variety of materials and a thorough familiarity with policies, practices, and procedures pertaining to the unit work functions;
operate a multi-line telephone switchboard and acts as department receptionist, depending on the assignment;
review, audit, and monitor the development of a variety of technical reports and statistical data;
locate and abstract data from a variety of informational sources;
devise forms to compile and abstract data, and determines report formatting;
answer technical questions concerning the work unit's area of responsibility;
may prepare correspondence in response to technical questions following a specific response format;
establish and maintain alphabetical, numerical, subject matter, and other classification files and catalogues;
type from rough drafts and notes, using transcription and word processing equipment;
organize and coordinate the preparation of documents and records, which may include forms, bulletins, questionnaires, requisitions, and a variety of other material;
prepare indices and cross reference files concerning a variety of files and records;
initiate and receive telephone contacts regarding the functions of the work unit and pertaining to information obtainable only from the work unit;
may assist in the orientation and training of other clerical personnel;
operate a computer terminal to input and extract data from an automated information management, storage, and retrieval system.

QUALIFICATIONS

Knowledge of:

Modern office practices, methods, and procedures;

appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts;

basic techniques and strategies of function organization and follow through;

standard office machines and equipment, including computer terminal, transcription, and word processing equipment;

operational procedures, policies, rules, and regulations specific to the assignment.

Ability to:

Perform complex and technical clerical work requiring accuracy and attention to detail;

prepare clear and concise reports;

accurately interpret legal mandates, District policies, rules, and regulations, and apply them to a variety of operational procedures;

type or keyboard at a net corrected speed of 45 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of responsible and technical clerical experience, preferably in an educational organization.

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, automated record management, storage, and retrieval systems, and other related functional areas.

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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