

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED MARCH 1988**  
**RANGE: 34.0**  
**CLASSIFIED**  
**CODE: 4**

### **CLERK TYPIST I**

#### **DEFINITION**

Under supervision, to perform a variety of clerical and general office work, including the use of the typewriter;  
to serve as an office receptionist responding to routine inquiries and directing persons to appropriate offices;  
to do other related work as required.

#### **EXAMPLES OF DUTIES**

Perform general clerical and office work, including typing, proofreading, filing, checking, and recording information;

assist office visitors by providing information relative to routine or procedural matters;

type material from oral directions, rough drafts, or handwritten notes, including various records, test materials, reports, memoranda, tables, lists, and a variety of other documents;

post information to records and complete forms, some of which may be confidential;

prepare a variety of materials for reproduction;

operate a variety of office machines and equipment;

sort and file documents and materials according to a predetermined classification system;

maintain alphabetical, numerical, index, and cross reference files;

make arithmetical calculations and post to statistical records;

check simple financial records and documents for clerical and arithmetical accuracy, completeness and to ensure compliance with established procedures;

process outgoing letters, documents, and forms;

receive, sort, and distribute incoming mail;

may occasionally transcribe materials using transcription equipment.

#### **QUALIFICATIONS**

*Knowledge of:*

English usage, spelling, grammar, and punctuation;

standard office machines and equipment;

numerical, alphabetical, and subject matter filing systems;

basic first aid techniques and procedures, as required by the assignment.

Ability to:

Learn and apply standard office procedures and operate office equipment skillfully and efficiently;

perform routine general office and clerical work with speed and accuracy;

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.

Experience:

Six (6) months of general clerical experience with some exposure to automated data management, storage and retrieval systems.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in typing, filing, and 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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