



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Clerk Typist	School Based	Principal

<b>Position No:</b> 73092	<b>Length of Work Year:</b> 10, 11, or 12 Months
<b>Salary Schedule:</b> V0D, V1D, V2D	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 10/28/08

<b>JOB GOAL</b>
This position involves working with a variety of clerical tasks that may require independent judgment and knowledge of rules, regulations and procedures.

<b>MINIMUM QUALIFICATIONS</b>
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1. High school diploma or equivalent
2. Knowledge of Business English, spelling, punctuation, mathematics and modern office practices and procedures.
3. General office skills, word processing and data entry proficiency tests.
4. T.A.B.E. test or successful completion of nine (9) nonremedial college credit hours.
5. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. To type correspondence, memoranda, reports and other documents.
2. To arrange appointments.
3. To sort and distribute mail.
4. To sort and file in accordance with established filing system.
5. To answer incoming calls and make proper transfers; place outgoing calls as well as inter-office calls as required.
6. To keep records of calls and follow-up.
7. To greet and direct visitors to proper offices.
8. To answer routine non-technical questions and refer other questions to the proper persons.
9. To furnish information to the public as directed.
10. To gather information from various sources for use by others in answering correspondence or preparing reports.
11. To keep records, prepare summaries, and compile reports.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. To perform other work-related duties as assigned by Supervisor.

<b>PHYSICAL DEMAND CLASS:</b>
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Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.