

LIBERTY UNION HIGH SCHOOL DISTRICT
CLERK TYPIST

DEFINITION

Under general supervision, to perform wide variety of moderately difficult clerical tasks, many of which require word processing; to perform specific routines within broadly defined policies and procedures; and to do related work as required.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work including typing, preparing requisitions, proofreading, filing, checking and recording information on records; answers the telephone and provides information concerning school or departmental programs, schedules and activities; assists in maintaining all necessary records and monthly reports; may contact students and parents in verifying absences; assists administration with contacting students for various school programs and activities; reviews documents for accuracy, completeness and conformance with established procedures; assists in preparing information for data processing; provides general assistance to students; assists in preparing student transcripts and student cumulative records; provides confidential clerical assistance as required.

QUALIFICATIONS

Knowledge of:

- Modern office methods, practices and procedures;
- Data entry and student data base systems;
- Correct English usage, spelling, grammar and punctuation;
- Standard office machines and software.

Ability to:

- Perform a variety of clerical work involving use of independent judgement and requiring accuracy and speed;
- Prioritize projects and deadlines;
- Work in a fast pace school environment;
- Make arithmetical calculations;
- Type at a net corrected speed of 40 words a minute;
- Understand and carry out oral and written directions;
- Communicate positively with students, parents and staff;
- Maintain cooperative relationships with those contacted in the course of work;
- Carry out oral and written directions independently.

Experience:

- One year of experience in typing and general clerical work.

Education:

- Equivalent to the completion of the twelfth grade preferred.