

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 1988
FISCAL/CLERICAL SERIES
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

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

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

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

posts information to records and completes forms, some of which may be confidential;

prepares a variety of materials for reproduction;

operates a variety of office machines and equipment;

sorts and files documents and materials according to a predetermined classification system;

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

makes arithmetical calculations and posts to statistical records;

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

processes outgoing letters, documents, and forms;

receives, sorts, and distributes 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 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.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

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

ST:rjw

4/11/02

F:\ ClerkTypistl.doc