

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

Performs 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;
operates a multi-line telephone switchboard and acts as department receptionist, depending on the assignment;
reviews, audits, and monitors the development of a variety of technical reports and statistical data;
locates and abstracts data from a variety of informational sources;
devises forms to compile and abstract data, and determines report formatting;
answers technical questions concerning the work unit's area of responsibility;
may prepare correspondence in response to technical questions following a specific response format;
establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogues;
types from rough drafts and notes, using transcription and word processing equipment;
organizes and coordinates the preparation of documents and records, which may include forms, bulletins, questionnaires, requisitions, and a variety of other material;
prepares indices and cross reference files concerning a variety of files and records;
initiates and receives 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;
operates 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 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.

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:rw

6/17/02

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