

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Clerk Typist, School	Job Code: 73092
Job Classification:	16 Administrative Support Workers	EEO Line: 51
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 3
Reports to:	Principal	Salary Locator: Classified Schedule

SUMMARY:

An employee in this classification, with general supervision from a designated supervisor, performs general office duties including assisting the public, data entry, typing, and filing. Work is reviewed periodically for accuracy and conformance with general instructions.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) One (1) year verified, general office experience
- 3) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES: To perform the job successfully, an individual should demonstrate these competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Knowledge of business English, spelling, punctuation, grammar and office procedures
- (5) Ability to prepare and type correspondence and reports
- (6) Ability to make appointments and maintain calendars
- (7) Knowledge of record-keeping methods, practices and procedures
- (8) Ability to keyboard at a moderate rate of speed
- (9) Knowledge in the use of computers and various word processing, database and spreadsheet programs
- (10) Ability to operate office machines
- (11) Knowledge of alphanumeric filing system and maintaining files
- (12) Ability to work independently and to carry out assignments to completion with minimum instructions
- (13) Ability to work well with others and to assist the school public cooperatively and courteously
- (14) Skill in the use of a computer and care of pertinent office machines and equipment
- (15) Ability to deal with public
- (16) Ability to perform multiple tasks in stressful situations
- (17) Ability to communicate effectively with staff, parents and community members

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (4) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in the current position.
- (5) Compile and type from copy, rough draft or general instructions, reports or other materials, frequently requiring independent action and discretion on issues encountered;
- (6) Utilize computer programs to produce routine correspondence based on information from records and files
- (7) Prepare reports, narratives, and statistical tabulations

- (8) Operate office machines
- (9) Perform receptionist, clerical and/or bookkeeping duties as required
- (10) Answers the phone and inquiries within the scope of assigned responsibilities
- (11) Duplicates and distributes mail and supplies
- (12) Maintains files
- (13) Use effective, positive interpersonal communication skills
- (14) Perform all other non-instructional duties as assigned by administrators

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
The length of the work year and hours of employment shall be those established by the District.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: October 18, 2016