

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CLERK-TYPIST, SCHOOL

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Pass a proficiency test in typing earning a minimum score of forty (40) words per minute on a five-minute test.
- (3) Experience as a secretary or clerk.
- (4) College training may be substituted for experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of business English, punctuation, arithmetic and spelling. Knowledge of elementary accounting and bookkeeping procedures. Good knowledge of and ability to use modern office practices and procedures. Good knowledge of record-keeping methods, practices and procedures. Working knowledge of departmental or school rules, regulations and policies. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to work well with others and to assist the school public cooperatively and courteously. Skill in the application of modern office techniques and practices. Skill in the use of a typewriter / computer and in the use and care of pertinent office machines and equipment. Able to meet and deal with the public. Able to perform multiple tasks in stressful situations.

REPORTS TO:

Principal

JOB GOAL

To provide general clerical work to assure the smooth operation of the school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Compile and type from copy, rough draft or general instructions, school attendance, reports or other materials, frequently requiring independent action and discretion on problems encountered; type and process students' registration, absentee lists, tardy slips, etc.
- * (2) Type form letters and other routine correspondence based on information from records and files.
- * (3) Prepare reports, narratives and statistical tabulations.
- * (4) Operate office copy machines; process purchase and work orders.
- * (5) Maintain files; review documents for sufficiency, obtain necessary signatures and route appropriately, maintaining follow-up.
- * (6) Give information and assistance to students and the general public, in person or by telephone, applying significant knowledge of school rules, regulations and procedures to interpretations made using positive interpersonal skills.
- * (7) Perform receptionist, secretarial and / or bookkeeping duties as required.
- * (8) Use effective, positive interpersonal communication skills.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 3

SALARY LOCATOR: Classified Personnel Salary Schedule