

BILINGUAL CLERK TYPIST**DEFINITION:**

Under direct supervision, performs routine clerical tasks; and performs related duties as required.

TYPICAL TASKS:

1. Participate in and provide oral translation in telephone calls and other District communications with limited or non-English speaking students, parents and family members; may assist with translation at parent-teacher conferences.
2. Creates a variety of documents into Spanish and English to communicate effectively with Spanish-speaking parents and the community; proofread documents to assure accuracy.
3. Operate a computer and other office equipment as assigned; duplicate, mail, fax and file materials.
4. Types reports, records, form letters, requisitions, etc., from rough drafts or clear copy.
5. Compiles information from various sources.
6. Prepares folders and files.
7. Sort state test booklets according to established procedures; screen tests for completeness; maintain related records.
8. Sorts documents and records according to predetermined classifications; maintains alphabetical, index and cross reference files.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:***Knowledge of:***

Correct usage, vocabulary, grammar, spelling and punctuation in English and Spanish
Operation of a computer and assigned office equipment
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy

Ability to:

Operate a computer and other office equipment
Perform routine clerical work
Type at the rate of 40 words per minute
Follow oral and written directions
Translate written communications from English to Spanish and vice versa
Provide a finished product related to written translations including typewritten or legible hand-written products
Maintain confidentiality of information

SUPERVISION: As assigned

OVERTIME STATUS: Non-exempt

COLLECTIVE BARGAINING STATUS: Member

WORK PERIOD: As assigned

Approved by Board of Trustees: 11/5/07