

CLERK TYPIST**DEFINITION:**

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

TYPICAL TASKS:

1. Maintains attendance records on computer utilizing attendance accounting software.
2. Administers first aid and distributes medication according to physician's instructions.
3. Checks and reviews a variety of data for completeness and conformance with established regulations and procedures.
4. Types reports, records, form letters, requisitions, etc., from rough drafts or clear copy.
5. Compiles information from various sources.
6. Prepares masters and duplicates materials.
7. Prepares folders and files.
8. Sorts documents and records according to predetermined classifications; maintains alphabetical, index and cross reference files.
9. Operates a typewriter, adding machine and other common office appliances and equipment.
10. May operate a switchboard.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum one year clerical experience; ability to perform routine clerical work; ability to type at the rate of 40 words per minute; ability to follow oral and written directions. Basic computer knowledge is desirable.

SUPERVISION: As assigned

OVERTIME STATUS: Non-exempt

COLLECTIVE BARGAINING STATUS: Member

WORK PERIOD: As assigned

Approved by Board of Trustees: July 7, 1976; Reviewed: August 1984; September 1993;
Approved: December 7, 1998 (Revision-effective Jan. 1, 1999)