

# FALLBROOK UNION HIGH SCHOOL DISTRICT

## CLERK TYPIST I

### Position Description

#### DEFINITION

Under immediate supervision, to perform general clerical work according to specific routines and to do related work as required.

#### DISTINGUISHING CHARACTERISTICS

This is an entry-level classification in the general clerical series. After one (1) year with satisfactory evaluations, a recommendation from supervisor, and the ability to meet the qualifications, this position may become Clerk Typist II.

#### EXAMPLES OF DUTIES

- Performs a variety of routine clerical work related to the function to which assigned, i.e., mass mailings, photocopying and filing.
- Types letters, memorandums, reports, bulletins, charts, requisitions, and other material from rough drafts or clear copies, using computer and/or typewriter.
- Sorts and files material alphabetically, numerically, and chronologically. Searches files for specified information.
- Answers telephone and meets staff, students, parents, and the public and provides routine information.
- Receives and routes correspondence, forms, and appropriate information to staff and/or public.
- Maintains simple files and keeps records.
- Operates standard office machines.
- May make arithmetical calculations, receive money and prepare receipts.
- Other duties as assigned.

#### QUALIFICATIONS

**KNOWLEDGE OF:** Modern office practices and procedures; English usage, spelling, grammar, punctuation; Operation of standard office machines and equipment.

**ABILITY TO:** Perform a variety of clerical work of limited difficulty; make simple arithmetical calculations; type at a speed of 40 words per minute; establish and maintain cooperative working relationships; work efficiently under pressure with constant interruptions; understand and carry out oral and written instructions.

**EDUCATION/TRAINING/EXPERIENCE:** Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, records management and general office practices.

**Salary:** Range 6 Step I

**Overtime status:** Exempt

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(Adopted 5/2/96)  
(Revised 9/21/98)