

## CLERK TYPIST I

**CLASSIFICATION:** Classified

**IMMEDIATE SUPERVISOR'S TITLE:** Principal or Vice Principal

**EVALUATOR'S TITLE:** Principal or Vice Principal

**JOB SUMMARY:** Under general supervision from a site administrator, perform a wide variety of general clerical duties related to the function and program assigned; and perform related duties as assigned.

### **ESSENTIAL DUTIES:**

- Perform attendance and registrar duties for Necessary Small School, including:
  - input attendance and produce attendance reports
  - register and withdraw students
  - input grade changes, print and mail report cards and progress reports
  - update student schedules and directory information
  - input emergency and immunization information
  - send and receive student records to/from transfer schools
- Perform clerical duties including typing, proofreading, filing, sorting, and checking and recording information in records.
- Answer telephones and provide assistance to students, staff, parents and the general public
- Compile information for monthly accounting
- Update sports schedules and daily bulletin as requested
- Sort and file documents and records; maintain filing system
- Operate standard office equipment including copy machines. May serve as key operator.
- Operate a computer, including entering and retrieving data.
- Copy and distribute material to staff and students.
- Complete and distribute student call slips or permits to leave

### **OTHER DUTIES:**

- Perform the duties of Attendance Secretary when required
- Order supplies and materials as needed
- May assist the health technician
- May supervise student assistants
- May assist with sports clearances, PE uniforms
- May provide clerical assistance to various staff and parent groups on site

### **EMPLOYMENT STANDARDS:**

- **Training and Experience** - One year of general clerical experience. Knowledge of standard office procedures. Ability to: work independently and cooperatively; interact with students and staff; meet daily, weekly and monthly deadlines.
- **Physical Effort/Working Environment** - Indoor work environment; occasionally subject to moderate to loud noise..

- **Licenses/Certification** -A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

- **Education** - Completion of twelfth grade or equivalent.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 19  
Approved: June 17, 1999  
Revised: