

PENINSULA SCHOOL DISTRICT
Job Description

CLERK/TYPIST - STUDENT SERVICES

Location: E.S.C.

JOB SUMMARY:

This position provides clerical support for the Program Administrator of Student Services. Responsibilities include monitoring grants, processing timesheets and purchase orders, answering the telephone and greeting office visitors, typing, data entry, word processing, filing, duplicating and distributing information, and performing a variety of other clerical duties. Communicates with district staff and the public.

DUTIES AND RESPONSIBILITIES:

1. Answers telephone calls; provides information to caller or routes to appropriate staff member; takes messages. Greets and assists office visitors.
2. Manages time and effort paperwork for the department. Provides spread sheets, and year end reports for Title and LAP programs; files all special education student records.
3. Manages all special educations/homeless transportation requests; works with the Transportation Department to problem solve issues.
4. Verifies codes and processes invoices, billings, timesheets, convention and travel forms, substitute request forms; prepares purchase orders for processing; orders departmental supplies.
5. Receives, screens, sorts, date stamps and routes incoming mail.
6. Maintains confidential and nonconfidential departmental files for records, memoranda, documents and correspondence. Researches files as necessary to provide information.
7. Uses word processing equipment to type correspondence, forms, and memoranda; proofreads products.
8. Arranges appointments; sets up rooms for meetings.
9. Duplicates information on photocopy equipment.
10. Occasionally calculates figures on 10-key adding machines.
11. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Program Administrator of Student Services.

WORKING CONDITIONS:

Office environment; requires dexterity and precision. Experiences frequent interruptions.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience

High school graduation or equivalent and two years of clerical training or experience, including greeting the public. School district experience desirable.

Allowable Substitution

Advanced technical training in clerical procedures may substitute on a month-to-month basis for the required experience.

Knowledge, Skills & Abilities

Knowledge of general clerical procedures.

Keyboarding skill at 50 words per minute.

General knowledge of bookkeeping procedures.

Skills in operating general office equipment.

Ability to maintain accurate records.

Effective oral and written communication skills.

Ability to learn the use of microcomputer and various software packages.

Ability to maintain confidentiality.

Ability to file information accurately.

Ability to establish and maintain effective working relationships with staff and the general public.

Licenses/Special Requirements

None.