

CLERK TYPIST III
CLERK TYPIST III – Bilingual (Language)

DEFINITION

Under general supervision, to perform a variety of complex and specialized clerical duties independently in support of a District program or function; to answer inquiries and develop complex reports requiring specialized knowledge and the application of established policies and procedures; and to perform related duties as assigned. Bilingual positions also provide oral and written bilingual services in English and a designated second language.

TYPICAL DUTIES

Plans, schedules, and performs a wide variety of clerical work of more than average difficulty independently in support of an assigned District program or function; communicates with staff, administrators, parents, and the public in matters requiring knowledge of established procedures, policies, precedents, and operations; provides information and interpretations regarding program activities and procedures.

Formats, types, proofreads, duplicates, and distributes documents based on data obtained from records and other sources and processes in accordance with prescribed procedures. Compiles information for reports, records, bulletins, and other materials. Develops and maintains a complex database and/or system of files and records containing specialized and confidential information; organizes and records financial and statistical data such as a large department budget; prepares logs, lists, and summaries. Composes correspondence and prepares reports independently from oral or written instructions. Operates a variety of office machines including typewriter, calculator, copiers, microcomputer, computer terminal, peripheral equipment, utilizes word processing, database, and spreadsheet software as required. Greets office callers and visitors, answers telephones, provides information, relays messages, and makes appointments. Schedules, assigns, and reviews the work of lower level clerical personnel as assigned; performs related duties as assigned.

In addition to the above, bilingual positions also type/enter data in a designated second language, assist and interpret for non-English speaking parents completing applications and other forms; translate at meetings, conferences, and appointments as required; and translate reports, memoranda, and other materials.

DISTINGUISHING CHARACTERISTICS

This class is the highest or “senior” level in the typist series. **Clerk Typist III and III-Bilingual (Language)** positions are responsible for a body of complex clerical work and contacts, usually in support of a specific program or function, which requires independent judgment and specialized knowledges; incumbents may also supervise or provide regular work direction to other clerk typists. **Clerk Typist II and II-Bilingual (Language)** is the experienced or “journey” level with incumbents performing a wide variety of clerical duties under general supervision. **Clerk Typist I and I-Bilingual (Language)** is the entry level, with incumbents performing very routine clerical work and more involved tasks under close supervision.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures and equipment; District policies and procedures; specific program guidelines and procedures; correct English usage, spelling, grammar, and punctuation; business English and composition; record-keeping techniques; operation of office machines including computer equipment and applicable software; basic arithmetic; principles of providing work direction and training; basic bookkeeping and/or computerized spreadsheets is necessary for some positions. Bilingual positions also require correct usage, grammar, spelling, and punctuation in a designated second language.

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Ability to: Maintain complex student data, fiscal, or other records related to an assigned program or function; type at a speed of 45 net words per minute; make arithmetical calculations quickly and accurately; work cooperatively with those contacted in the course of work; train and provide work direction to assigned clerical personnel; communicate effectively both orally and in writing; work independently with minimal supervision; meet schedules and timelines; maintain confidentiality of sensitive information; format, type, and prepare correspondence, reports and other materials.

Essential Physical Activities and Work Environment: Work is performed in typical office environments, although some positions may require walking through maintenance/operations locations to communicate with departmental employees. With or without reasonable accommodation, incumbents must have sufficient visual acuity to read computer screens, regulations, reports, and other data all day; sufficient hearing to comprehend ordinary phone and personal conversation; sufficient clarity of speech to explain regulations and procedures by telephone and in person; sufficient mental ability to understand and apply regulations and procedures, analyze and organize data, and learn software applications; physical ability to operate a computer and other common office equipment.

Typical Background: Any combination equivalent to graduation to high school and a minimum of two years of increasingly responsible clerical experience, including at least one year of responsible clerical work involving performance of complex clerical work and/or explaining moderately complex information to the public.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

Adopted on April, 1980

Revised 4/23/92 (MG)

Revised 5/18/00. Revised 7/00 (JW). Approved by the Personnel Commission on July 20, 2000.

Revised 11/2006. Approved by the Personnel Commission on 11/16/06.

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