

**CLERK TYPIST II
CLERK TYPIST II-BILINGUAL (LANGUAGE)**

DEFINITION

Under general supervision, to perform a variety of clerical duties including typing, maintaining records, duplicating materials, compiling information, and answering telephones; to operate office equipment; 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

Types from oral directions or rough draft a wide variety of materials including letters, records, tests, reports, memoranda, bulletins, requisitions, and other materials; proofreads finished copy, duplicates and distributes materials according to established procedures. Performs receptionist duties, greeting callers and visitors, and providing information concerning the activities and procedures of the assigned office or program. Operates a variety of office machines including typewriter, word processor, computer terminal, microcomputer, calculator, copiers, and others as required. Records and updates information on computer equipment or by filing documents, forms, and other materials in appropriate files; maintains logs, lists, rosters, and other records. Makes arithmetic calculations and verifies computations. Answers telephones, takes and relays messages, makes appointments, and schedules meetings. Assists secretarial and office supervisory staff with major projects and clerical assignments as assigned. Orders, checks in and distributes office supplies and other materials. Opens, sorts, and routes departmental mail. Performs other duties as assigned.

In addition to the above, bilingual positions also type 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 notes, bulletins, and other materials.

DISTINGUISHING CHARACTERISTICS

Clerk Typist II-Bilingual (Language) is the journey or experienced-level classification in the series. Incumbents perform a variety of clerical duties including typing, filing, maintaining records, and operating office equipment. Clerk Typist III incumbents perform advanced-level and specialized clerical duties independently in support of a District program or function. Clerk Typist I-Bilingual (Language) incumbents perform routine clerical duties not requiring previous clerical experience.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures, and equipment; correct English usage, grammar, spelling, and punctuation; record keeping techniques; operation of office machines including typewriter, calculator, copiers, and computer equipment; basic arithmetic. Bilingual positions also require correct usage, grammar, spelling, and punctuation in a designated second language.

Ability to: Type at a net corrected speed of 45 words per minute; maintain records, logs, lists and files; make arithmetical calculations- quickly- and accurately; work cooperatively with others; maintain confidentiality of information; communicate effectively both orally and in writing; and answer telephones and greet the public courteously.

Typical Physical Activities and Work Environment: Office environment.

Typical Background: Any combination equivalent to graduation from high school and one year of general clerical experience.

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.