

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**CLERK-TYPIST II**

**DEFINITION**

Under general supervision, to perform a wide variety of specialized clerical work according to prescribed procedures and/or instructions within broadly defined policies; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in the class require the efficient use of the computer, and to perform related clerical skills such as filing, telephone and email correspondence, and accurate record keeping. Serves as a front-desk contact with students, parents and community. Incumbents are required to have knowledge of the policies and operations of the office in which they work, and be able to apply this knowledge in performance of their assigned tasks, which normally include the full scope of the school's operations and programs.

**EXAMPLES OF DUTIES** (many references apply to a specific job station)

Assists administrators or other certificated staff, generates notes of correspondence, memoranda, reports, agendas, and contracts; prepares and maintains departmental and/or student files; communicates with other appropriate agencies regarding student records; maintains active enrollment figures; assists students in a variety of school related areas; including processing student registration and fee collection. Answers telephone and provides departmental information; compiles monthly reports, including attendance; based on precedent, interprets departmental policies, rules and regulations to students, staff and public; posts information; keeps records; compiles routine statistical data and reports from a number of established sources; assists in the orientation of new employees; may assist in other areas of school clerical activities at time of reduced office staff or peak work periods; may provide confidential clerical assistance for counselors and administrators.

**QUALIFICATIONS**

**Knowledge of:**

Modern office methods, practices and procedures;  
Correct English usage, grammar and punctuation;  
Standard office machines;  
Current computer software programs, including word processing, spreadsheets and presentation software.

**Ability to:**

Perform high level clerical work with accuracy and speed;  
Prioritize projects and deadlines;  
Compile, maintain and submit accurate and complete records and reports;  
Make arithmetical calculations quickly and accurately;  
Type a net corrected speed of 45 wpm;  
Carry out oral and written directions independently;  
Maintain cooperative relationships with those contacted in the course of work;  
Communicate positively with students, parents and staff.

**Experience:**

Two years of increasingly responsible experience in general clerical work.

**Education:**

Equivalent to the completion of the twelfth grade.