

**School District of Santa Rosa County
Job Description**

Clerk Typist I

Reports to: School Principal	FLSA Status: Non-Exempt
Department: All	Prepared by: Human Resources
Date: May 22, 2014	Job Code: Same as Principal
Position #: 41010	Range: 4

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Types from copy, rough draft, or general instruction;
- Enters data by use of key board;
- Types reports or other materials frequently requiring independent action and discretion on any problems;
- Types form letters and correspondence based on information from records and files;
- Operates various office equipment;
- Processes documents requiring procedural knowledge of the unit;
- Maintains files;
- Obtains necessary signatures and routes correspondence;
- Reviews documents for completeness and maintains follow-up;
- Codes and cross indexes records and legal documents;
- Gives information in person or by telephone to other units and public applying knowledge of procedures, regulations and rules of the unit;
- Performs related duties as required or assigned.

Supervision Received:

School Principal

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year clerical and typing experience; **or** an equivalent combination of education and experience.

Preferred:

Operate a typewriter; use of data entry equipment; type.

Physical Demands:

Must be able to sit for long periods of time. Works in an office. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.