

Board of Education of the City of St. Louis CAREER OPPORTUNITY

Position Title:	Clerk Typist II		
Payroll/Personnel Type:	11 Month		
Job #:	12		
Reports to:	Supervisor		
Shift Length:	8 Hour Day		
Union Eligibility:	Eligible		

Position Summary:

This is varied and moderately complex clerical work. Employees in this class perform difficult and varied clerical work which includes skilled typing/keyboarding as an essential duty and which requires the exercise of independent judgement in making decisions in accordance with a variety of established rules and regulations.

Essential Functions:

- Type letters, memoranda, reports, forms and invoices from rough draft, handwritten copy, dictating
 machine, verbal instructions or established procedure; compose letters independently and perform
 more difficult typing/work processing tasks
- Maintain a moderately complex filing system; prepare reports from files and other sources
- Prepare purchase orders, check, invoice extensions; processes invoices for payment and types requisition for supplies
- Ability to type accurately and maintain efficient use of typewriter/word processor
- Knowledge of office equipment, practice and procedure
- Knowledge of business English, spelling, punctuation and arithmetic
- Ability to maintain moderately difficult clerical records and to prepare reports from such records
- Ability to perform varied clerical work and make mathematical computations accurately and rapidly
- Ability to establish and maintain effective working relationships with staff administration, departmental personnel and general public
- Perform related work as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Requires the ability to interpret instructions furnished in written or oral form
- Requires the ability to effectively work and interact with others
- Requires a well-organized individual

Experience:

Any equivalent combination of training and experience

Education:

 Graduation from a general or technical high school, including or supplemented by courses in typing/word processing;

Physical Requirements:

Must be physically able to operate a motor vehicle



Board of Education of the City of St. Louis CAREER OPPORTUNITY

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force
 constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:			
Employee	Date	Immediate Supervisor	 Date
Human Resources		 Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.