

DUBLIN UNIFIED SCHOOL DISTRICT

CLERK TYPIST / RECEPTIONIST

GENERAL DESCRIPTION

Under general supervision, perform a variety of entry-level clerical duties including word processing, give routine information to the public in person and over the telephone and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Perform a wide variety of general clerical work including typing, word processing, proofreading, and filing, checking and recording information on records and maintain file systems. Greet and assist visitors, answer the telephone and process calls by referring callers to the appropriate departments, take messages, or provide information as required; process certificated and classified employment papers and process substitute permits as needed; maintain records requested for employee fingerprints and monitor and process TB clearances for substitutes. Retrieve messages from the instructional assistant absence reporting line and arrange substitute coverage. Maintain and update substitute lists and prepare required annual notification(s) to substitutes; maintain and update school information, human resources postings and other materials in front lobby; input information on certificated applicants in to database and run reports as requested; process all classified and certificated applications; assist in preparing and mailing letters to applicants. Organize, schedule and monitor classified testing; correct tests, records results and prepare test result notification letters; open and sort HR mail.

MINIMUM REQUIREMENTS

Knowledge of:

- Office methods and equipment
- Correct English usage, spelling and arithmetic
- Proper phone etiquette

Ability to:

- Read, write, and communicate in English
- Type 45 words per minute from clear copy
- Perform clerical work of moderate difficulty without close supervision
- Use good judgment
- Use computers and other office machines

TRAINING AND EXPERIENCE

One year of word processing and clerical experience.

SALARY PLACEMENT

Range 11