SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Clerk Typist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of responsible clerical activities including typing, filing, receptionist, and record keeping in support of assigned office operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class performs responsible clerical functions at a journey level of classification and exercises responsibility for the processing and maintenance of assigned records, procedures, and/or office activities. This job class requires accuracy and attention to detail in the organization and processing of assigned unit records and data, and good communication skills in dealing with staff and/or students.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Performs a variety of clerical activities related to the function(s) of assigned office/unit
- Types a variety of materials such as forms, memos, letters, reports, bulletins, requisitions, schedules, purchase orders, catalogs, and other documents
- May serve as receptionist; answers telephones, provides information, takes messages, and/or refers callers to appropriate staff/parties
- Receives, screens, and waits on staff, students, visitors, and/or the public providing requested information, making appointments, or referring to appropriate office/staff member
- Contacts staff, public, and/or vendors by telephone or note to confirm/verify-obtain information regarding assigned office procedures and operations such as purchase orders
- Receives, reviews, verifies, sorts, and otherwise processes a variety of data according to predetermined classifications; maintaining alphabetical and numerical files and data systems
- Enters data into a computer terminal and distributes printed copies to appropriate persons
- Composes and types correspondence independently
Typical Duties (continued)

- Orders, sorts, and delivers supplies to staff/departments in accordance with order requests; maintains related records
- Maintains inventory records of supplies, parts, furniture, instructional materials, and other items
- Participates in inventory procedures as assigned
- Maintains records of expenditures for office supplies/expenditures; receives and accounts for money, balances accounts, reconciles billings and processes charge backs for office accounts
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- modern office methods, procedures, and practices
- proper English usage, grammar, punctuation, and spelling
- basic record keeping methods, practices and techniques

Ability to:

- accurately type at 40 words per minute
- operate standard office equipment/machines such as typewriter, copy machine, computer terminal, printer, calculator, etc.
- perform arithmetical calculations using addition, subtraction, multiplication, and division
- establish and maintain routine and accurate records and files
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- direct and monitor the work of others in a lead capacity

EDUCATION/EXPERIENCE:

- College-level secretarial skills classes desirable
- Experience in clerical work required