



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Typist Clerk III	<b>Department:</b>	Special Education
<b>Reports to:</b>	Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	10 or 12 Month
<b>Revision(s):</b>		<b>Range</b>	18

### **DEFINITION:**

Under the direction of an assigned supervisor, perform a wide variety of complex clerical work requiring specialized knowledge in one or more specific functional areas involving frequent and responsible public contact.

### **QUALIFICATIONS:**

#### **Education:**

High school equivalent

#### **Experience:**

Two years progressively responsible experience in clerical work

Experience with Special Education desirable

#### **License and/or other qualifications:**

None

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Current office practice procedures
- Policies and practices specific to the assigned organization function
- Correct English usage, spelling, grammar, and punctuation
- Basic math
- Current office equipment and software programs
- Record keeping
- State and federal legal requirements

##### **Ability to:**

- Perform a variety of clerical work involving use of independent judgment requirement speed and accuracy
- Spell correctly, use correct English and make mathematical calculations
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with others
- Operate a variety of office equipment including duplicating equipment
- Interpret and follow current rules, regulations, laws, and policies

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Plan, schedule, and perform a wide variety of difficult and complex clerical work related to a specialized function to which assigned.
2. Provide reception duties and conduct transactions with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents, laws and activities.
3. Works independently using informed judgment; responds to requests and supplies factual and legal responses.
4. Prepare documents based on data obtained from records and other sources and process them in accordance with prescribed procedures.
5. Develop and maintain a system of files and records by observing legal timelines; establish and maintain systems to ensure accountability and controls.
6. Uses current database systems to analyze data and gather information for reports and records.
7. Communicates with school district personnel, outside agencies, (legal, state, and federal), and the public electronically, by phone, fax, and mail.
8. May provide support for one or more supervisors, including but not limited to special projects.
9. Perform a variety of specialized duties requiring considerable knowledge of the assigned functions, its policies, terminology, and clerical procedures.
10. Perform extensive record-keeping duties within the area of assignment, including but not limited to student records and master schedules.
11. Create, update, and maintain filing and database systems.
12. May supervise or provide work direction to student assistants or others.

### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Performs related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, AV equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lot
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toner
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X-----X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting		X			
Climbing		X			
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.