



Santa Rosa City Schools

Classification Description

Job title:	Typist Clerk IV	Department:	Variable
Reports to:	Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	10 or 12 Month
Revision(s):		Range	20

DEFINITION:

Under the direction of an assigned supervisor, perform responsible, accurate accounting of student enrollment, special education data, and attendance in accordance with the provisions of the California Education Code; along with 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 the program supported by this position is desirable

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Current office technology and software programs
- Current office practice procedures
- Policies and practices specific to the assigned organization function
- Correct English usage, spelling, grammar, and punctuation
- Basic math
- Terminology of assigned area

Ability to:

- Maintain an accurate attendance accounting system
- Compile statistical data quickly and accurately
- Learn to interpret appropriate laws and policies
- Compile and produce reports
- Work with little supervision
- Ability to work in varied computer programs
- Maintain confidentiality of information
- Perform a variety of clerical work involving use of independent judgment requiring 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 technology including computers and copiers
- Interpret 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. May enter attendance, enrollment and change of status information into the computer daily.
2. Generate and distribute enrollment reports as required; reconcile and adjust attendance reports before submitting them to the district office.
3. Generate and distribute enrollment reports as required; indicating all added and dropped students.
4. Provide student attendance information to staff, parents, and authorities as requested.
5. As needed, prepare and maintain student enrollment, attendance and discipline reports, records and files; maintain student class schedule files.
6. Perform extensive record-keeping duties within the area of assignment such as reconciling and adjusting student records between database systems.
7. Plan, schedule and perform a wide variety of complex clerical and data entry work related to a the program or function to which assigned.
8. Communicates with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents, laws, and activities.
9. Works independently using informed judgment.
10. Create and edit correspondence and literature for assigned area as needed.
11. Uses current database systems to analyze data and gather information for reports and records. Disseminates information to appropriate school district personnel.
12. Provide support to District personnel in the assigned area.
13. Develop and maintain a system of files and records; establish and maintain systems to ensure accuracy, compliance, and timelines.
14. May provide support for one or more supervisors, including but not limited to special projects.
15. Perform a variety of specialized duties requiring considerable knowledge of the assigned function, its policies, terminology, technology, and clerical procedures.
16. May supervise or provide work direction to student assistants.

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 typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					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.