Martinez Unified School District
Classified Job Description

Typist Clerk III

Definition
Under general supervision, to serve as an aide to assigned administrators, to perform complex clerical work, and to do related work as required.

Example of Duties
- Serve as an aide to assigned administrators;
- Performs a variety of difficult clerical work including typing, proofreading, filing, checking and recording information;
- Schedule appointments and serve as office assistant to assigned administrators;
- Maintain complex records;
- Maintain student records and transcripts;
- Compose and answer routine letters and works from marginal notes and instructions;
- Answer questions concerning activities, policies or programs;
- Post, verify, and check information on forms, reports, tests and cards;
- Screen phone calls and visitors;
- Respond to and initiate inquiries;
- Prepare financial reports;
- Type statistical reports and complex schedules;
- Operate a variety of office machines;
- Supervise student workers or other clerical staff; and
- May work in variety of locations including the guidance department, library, or District Office.

Desirable Qualifications

Knowledge of:
- Correct English usage, spelling, grammar, punctuation and composition;
- Standard office organization, procedures and practices;
- Filing systems and record keeping; and
- Methods used in preparing statistical reports.

Ability to:
- Perform a variety of difficult clerical work involving use of independent judgment and requiring accuracy and speed;
- Operate standard office equipment;
- Make complex arithmetical calculations with accuracy and speed;
- Post, check records, file and alphabetize rapidly and accurately;
- Read, understand and explain technical policies and materials;
- Work efficiently under pressure with constant interruptions;
- Coordinate the work of other clerical workers;
- Understand, carry out and give oral and written directions;
- Maintain cooperative working relationships with those contacted in the course of work; and
- Type at a net corrected speed of 45 words per minute.

Experience
Three years of progressively responsible clerical experience, preferably in a school setting

Education
Equivalent to the completion of the twelfth grade, including or supplemented by courses in office practices.

License
Possession of a valid California Motor Vehicle Operator's License is required.