

Wachusett Regional School District

CLERICAL STAFF

JOB DESCRIPTION

TITLE:

Clerk-Typist

QUALIFICATIONS:

The Clerk-Typist shall be a high school graduate, having satisfactorily completed courses in English and typing. The Clerk-Typist must have previous experience working with the public in general office work setting. The Clerk-Typist shall be computer literate with experience using both a PC and a mainframe computer system.

REPORTS TO:

Designated Member of the Administrative Staff

PERFORMANCE EVALUATION:

The Clerk-Typist shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Clerk-Typist is a member of the clerical staff and as such is responsible to provide clerical support to the administrative staff, to act as a receptionist, when necessary, and to contribute to the effective school/public relations with prompt and courteous handling of all inquiries and visitors.

In carrying out these responsibilities, the Clerk-Typist shall:

1. Type a variety of material such as letters, reports, memoranda, etc. from rough drafts or corrected copy;
2. Photocopies as required or requested, to include listed copies on official correspondence;

3. Proof read work of other office staff members as requested;
4. Assist in internal mail distribution;
5. Perform general filing duties as assigned;
6. Greet all visitors courteously, determine his/her needs, check appointments, and direct or escort them to the proper person/office;
7. Answer office telephone and respond appropriately to request and/or channels calls to the proper person/office; and
8. Perform any other related duties or assignment as directed by his/her supervisor.

4/24/97

Approved by:

Alfred D.; Tutela, Superintendent of Schools

Date: 04/24/97