



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Clerk II
Payroll/Personnel Type:	12 Month
Reports to:	Supervisor

Position Summary:

Perform duties required to provide routine clerical support of moderate complexity requiring the exercise of independent judgment in making decisions in accordance with the variety of established rules and regulations.

Essential Functions:

- Type letters, memorandums, reports, forms and invoices from rough draft, handwritten copy, verbal instructions or established procedures using word processing software; may compose letter independently
- Maintain filing system; file or post routine data, correspondence and reports; prepare files for microfilming as necessary
- Meet and greet visitors, determine nature of visit, provide non-technical information and/or direct visitor to destination
- Receive and respond to a variety of inquiries by telephone or correspondence; take and convey messages as required
- Operate copy machine to make copies of correspondence or other documents
- Perform routine mathematical computations following specific instructions or procedures
- Receive, open, sort and distribute mail to appropriate sections; deliver oral and written messages as instructed
- Prepare reports from files and other sources
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice

Experience:

- Graduation from a general or technical high school, or knowledge of administrative practices equivalent to high school plus additional specialized training
- One-year job related experience

Education:

- High School Diploma or Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

