



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

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

Position Summary:

Perform the duties required to assist, oversee and maintain files as well as assist supervisor in all areas of the department.

Essential Functions:

- Maintain and store active and inactive records
- Assist with preservation and storage of documents
- Retrieve information and perform searches as requested by supervisor, schools, office and the public in compliance with established privacy and access policies
- Communicate with school and office personnel
- Respond to students and parents
- Review documents
- Access, input and retrieve information from the computer
- Distribute information from supervisor to students, parents, faculty and administration
- Sort and alphabetize information
- Prepare information for teachers
- Answer and forward all calls
- Typing, editing and copying
- Mail duties
- Prepare purchase requisitions and order office supplies
- Perform related duties on special projects
- Prepare envelopes and or letters for bulk mailing
- Perform 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:

- Minimum of three years 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



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Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee _____ Date _____
 Immediate Supervisor _____ Date _____

Human Resources _____ Date _____

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.