



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

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<b>Position Title:</b>	Clerk Typist I
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	11
<b>Reports to:</b>	Supervisor
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**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

