



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

Position Title:	Clerk Typist II
Payroll/Personnel Type:	11 Month
Reports to:	Director / Principal

Position Summary:

This is varied and moderately complex clerical work. Employees in this class perform difficult and varied clerical work which includes skilled typing/keyboarding as an essential duty and which requires the exercise of independent judgment in making decisions in accordance with a variety of established rules and regulations.

Essential Functions:

- Type letters, memorandum, reports, forms and invoices from rough draft, handwritten copy, dictating machine, verbal instructions or established procedure; compose letters independently and perform more difficult typing/work processing tasks
- Maintain a moderately complex filing system; prepare reports from files and other sources
- Prepare purchase orders, checks, invoice extensions; processes invoices for payment and types requisition for supplies
- Ability to type accurately and maintain efficient use of typewriter/word processor
- Knowledge of office equipment, practice and procedure
- Knowledge of business English, spelling, punctuation and arithmetic
- Ability to maintain moderately difficult clerical records and to prepare reports from such records
- Ability to perform varied clerical work and make mathematical computations accurately and rapidly
- Ability to establish and maintain effective working relationships with staff, administration, departmental personnel and general public
- Perform related work as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Requires the ability to interpret instructions furnished in written or oral form
- Requires the ability to effectively work and interact with others
- Requires a well-organized individual

Experience:

- One-year minimum of 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



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- Light Work usually requires walking or standing to a significant degree

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.