



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

Position Title:	Clerk Typist II
Payroll/Personnel Type:	11 Month
Job #:	12
Reports to:	Supervisor
Shift Length:	8 Hour Day
Union Eligibility:	Eligible

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 judgement in making decisions in accordance with a variety of established rules and regulations.

Essential Functions:

- Type letters, memoranda, 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, check, 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:

- Any equivalent combination of training and experience

Education:

- Graduation from a general or technical high school, including or supplemented by courses in typing/word processing;

Physical Requirements:

- Must be physically able to operate a motor vehicle

