



# CLERK TYPIST

## SUMMARY/SCOPE/GOAL

To perform typing and other clerical duties in an efficient and professional manner.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School diploma or equivalent required.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.
- Type at 30 correct words per minute.

#### PREFERRED/DESIRED:

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Type correspondence and prepare reports and tabulations at a required rate of speed and accuracy.
2. Maintain personnel, financial, and similar files in an orderly fashion, index records, cards, etc.
3. Act as a receptionist in a department, answering incoming telephone calls and meeting visitors in a professional and courteous manner.
4. Prepare and check vouchers, requisitions, and purchase orders.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Ability to type at a prescribed rate of speed. Knowledge of Business English, Spelling, Punctuation and Arithmetic; knowledge of office practices and procedures. Ability to make decisions in accordance with rules and regulations and to apply these to work problems; ability to make arithmetic computations accurately with reasonable speed; ability to compose routine letters and memoranda ability to establish and maintain effective working relationships with other employees and the public.

**GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Varies	<b>DEPARTMENT:</b>	Varies
<b>TITLE CODE:</b>	L3209; L3210; L3211	<b>CONTENT BY:</b>	Ellie Kelly – Human Resources
<b>GRADE:</b>	L17-M17	<b>COMPENSATION:</b>	Ellie Kelly - Human Resources
<b>UNIT:</b>	1010 CORE	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	1/10/2008	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 mos. – 255 Days		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2008	Developed & released	
1.1	7/01/2021	New format	Ellie Kelly – Human Resources
2.0	10/13/21	Updated requirements to meet current technology standards.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.