

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **CLERK-TYPIST II**

JOB SUMMARY: An employee hired to perform more specialized clerical duties than a Clerk-I, who takes direction from an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Demonstrated computer word processing and data entry skills, minimum keyboarding speed 55 wpm.
3. Minimum of one year's experience in the area of specialization.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality.
3. Operate standard office equipment related to the position.
4. Perform simple mathematical calculations.

RESPONSIBILITIES AND DUTIES:

1. File, maintain and retrieve records.
2. Complex keyboarding such as memoranda, letters and data entries.
3. Develop effective work methods to handle assigned tasks.
4. Open, sort and distribute mail
5. May be required to work independently.
6. Perform other job related duties.