

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: CLERK-TYPIST I

JOB SUMMARY: An employee hired to perform clerical duties, 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.

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. Cope with standardized and repetitive work routines.

RESPONSIBILITIES AND DUTIES:

1. File and retrieve records.
2. Routine keyboarding such as memoranda, letters and reports
3. Develop effective work methods to handle assigned tasks.
4. Open, sort and distribute mail
5. Perform other job related duties.