

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **CLERK-TYPIST II**

JOB SUMMARY: An employee hired to perform more specialized clerical duties who takes direction from a designated supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent.
2. Demonstrated computer word processing and data entry skills, minimum keyboarding speed 55 wpm.
3. Experience in an office environment is an asset.

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. Prepare documentation such as memoranda, letters and data entries.
3. Develop effective work methods to handle assigned tasks.
4. Open, sort, and distribute mail.
5. Work independently.
6. Perform other job-related duties.