

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CLERK TYPIST

Date of Adoption: December 22, 2011

JOB TITLE: Clerk Typist

REPORTS TO: The Director, Supervisor, Principal, or Designee

NATURE AND SCOPE OF JOB:

Under the direction of the building or department administrator, the Clerk Typist performs standardized typing/computer and clerical duties, which follow well-established methods and procedures.

QUALIFICATIONS:

1. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
2. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
3. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
4. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
5. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
6. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CLERK TYPIST

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Operate electronic typewriters, computers, copiers and other standard office equipment.
2. Sorts and files correspondence and documents; removes documents from files upon request (e.g. student transfers) and keeps records of movement of materials.
3. Post daily reports and records as required, e.g. school lunch and attendance data.
4. Check and maintain records.
5. Type information from long hand, rough draft, reports, minutes of meetings, charts, information on forms, notes, and oral instructions, as required.
6. Handle staff and student requests, concerns, and problems - refers more complicated matters to superior.
7. Keep time and attendance records.
8. All other duties as assigned by the Superintendent or designee.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands, arms, use hands, and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CLERK TYPIST

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director, Supervisor, Principal, or designee shall evaluate the Clerk Typist in accordance with Policy, this Job Description, and such other criteria as shall be established by the Board of Education.