HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Clerk Typist II

DESCRIPTION

This is experienced clerical work. An employee in this classification, with general supervision from a designated supervisor, performs general office duties including data entry, typing, and filing. Work is reviewed periodically for accuracy and conformance with general instructions.

ESSENTIAL JOB FUNCTIONS

- Types, maintains records, logs and databases
- Answers telephone communications and records messages
- Communicates in a positive and effective manner with staff, students, parents and/or visitors
- Perform other duties as assigned.

EXAMPLES OF WORK

- Types letters and memos
- Answers the phone and inquiries within the scope of assigned responsibilities
- Makes appointments and maintains supervisor's calendar
- Duplicates and collates
- Distributes mail and supplies
- Files
- Maintains attendance reports, leave records, trip records and logs
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of record keeping methods
- Knowledge of business English, spelling, punctuation, grammar and office procedures
- Ability to prepare and type correspondence and reports
- Ability to compile statistics and reports
- Ability to verify information
- Ability to make appointments and maintain a calendar
- Ability to keyboard at a moderate rate of speed
- Ability to maintain files
- Ability to operate office machines
- Ability to communicate effectively with staff, parents and community members

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - continued

- Knowledge in the use of computers and various word processing, database and spreadsheet program
- Knowledge of operating office equipment
- Knowledge of alphanumeric filing systems
- Knowledge of inventory control methods
- Knowledge of methods commonly used in the training for acquiring clerical skills

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school graduate or equivalent and one year of general office experience

OR

An equivalent in education, training, and experience to meet the above outlined standards.

REQUIRED LICENSES AND CERTIFICATES

None

Equal opportunity employer