

CAREER CENTER CLERK IIIDEFINITION

Under general supervision, to provide assistance to students related to career center activities, regional occupation and guaranteed guidance programs; to be responsible for maintenance and operation of the career center; to do specialized clerical work of above average difficulty; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Clerk Typist III duties are assigned with only general instructions as to procedures to be followed and the results expected, and these results are usually reviewed only on completion of the assigned tasks. Positions in this class are distinguished by frequent direct contact with students regarding routine career center services, and are expected to demonstrate considerable skill in relating to students. The Clerk Typist III differs from a Clerk Typist II in the greater variety and amount of public contact, clerical responsibilities, and independence exercised in completing assignments. The execution of secretarial and clerical duties assigned requires that an incumbent possess a knowledge of policies, rules and regulations, and the ability to apply this knowledge in answering questions and to independently complete a variety of difficult clerical tasks.

TYPICAL DUTIES

Organizes, prepares and distributes information to students, parents, teachers and the public relating to career guidance, vocational training, scholarships, college and military visitations;

Maintains a variety of files and resource materials for use in counseling and career guidance;

Performs a wide variety of difficult clerical work including typing, checking and recording information, compiling information for and preparing reports and maintaining file systems;

Interviews office visitors in person or over the telephone, and answers questions concerning activities, policies or programs;

Composes either independently or from oral instructions, letters requesting or giving information or letters dealing with routine school activities;

Administer and arrange for various career related tests such as ASVAB and community college assessments. Review test results and prepare appropriate information.

May attend career conferences and workshops;

Prepares bulletins and displays and maintains the career center in a neat and orderly condition;

May train and supervise student helpers;

Operates office equipment as required.

QUALIFICATIONSKnowledge of:

Career Center procedures and equipment; Modern office methods and procedures including business correspondence, filing, and standard office equipment operation, including personal computers and related software i.e. word processing and internet; Good English usage, spelling, grammar and punctuation.

Ability to:

Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of situations; Perform responsible and difficult clerical work independently and with accuracy and speed; Compile, maintain, and submit accurate and complete records and reports; Make arithmetical calculations and to maintain simple accounting records; Meet the public, students, and school officials tactfully and courteously and to answer questions or obtain information over the counter or by telephone; Type at a speed of 40 net words per minute.

Experience:

Two years of experience in general clerical work.

Education:

Equivalent to completion of the twelfth grade.

Board Approved 4/12/88

Revised 11/98