

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEMPORARY OFFICE WORKER

BASIC FUNCTION:

Under direction, perform a wide variety of clerical duties, usually involving the use of a computer, typewriter and other modern office equipment; check, verify or compute basic math computations; greet visitors; answer telephones; make appointments; file data numerically or alphabetically.

REPRESENTATIVE DUTIES:

Receive visitors, answer telephones and refer calls and visitors to appropriate personnel; make telephone calls as directed; take and relay messages; answer routine questions.

Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal; proof completed typing assignments.

Receive, sort and distribute incoming and outgoing mail.

Operate a variety of office equipment, including a computer terminal, typewriter, calculator, Xerox machine, and telephone.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office equipment and procedures.

Correct English usage/grammar; basic math.

Filing techniques, including alphabetical, numerical and subject matter filing systems.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn routine procedures of assigned duties quickly.

Operate a variety of modern office equipment including telephone, typewriter, Xerox machines.

Sort and file accurately.

Perform basic math computations.

Communicate effectively.

Follow oral and written instructions.

Type at 45 net corrected words per minute.

Work cooperatively with others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one (1) year general clerical experience.

CERTIFICATE REQUIREMENTS:

Typing certificate.