



# WEAVER UNION SCHOOL DISTRICT

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Merced, California 95341  
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www.weaverusd.org

Weaver Middle School \* Pioneer Elementary School \* Farmdale Elementary School

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## **Job Announcement** **External**

**Posting Date:** October 14, 2024

**Application Deadline:** April 14, 2025

### **Position Title/Vacancies**

Clerk Typist Substitute

### **Department/Site(s)**

(All Sites)  
District Office  
Weaver Middle School  
Pioneer Elementary School  
Farmdale Elementary School

### **Salary**

\$21.51 Hourly

### **Qualifications**

- Education consisting of a High School diploma or equivalent
- One-year (1) general clerical experience
- Bilingual desirable

### **Summary of the Position**

Under the direction of an assigned supervisor, the Clerk Typist will perform a variety of general clerical duties in support of an assigned office; answer phones, greet and assist students, staff and visitors.

### **Duty Days / Hours**

- Monday – Friday as needed
- As needed

### **How to Apply**

(Internal) Submit Letter of Interest to the Human Resources Department

(External) Submit application online at [www.edjoin.org](http://www.edjoin.org)

- Must include the following documents:
  - Transcripts
  - Verification of any degrees/certificates
- May include the following documents:
  - Letter of Introduction
  - Resume
  - Letters of Recommendation

### **Essential Duties**

- Perform a variety of general clerical duties including typing, filing, duplicating and distributing materials.
- Compose, type and proofread a variety of correspondence including letters, lists, bulletins, reports, memoranda, requisitions, flyers, forms or other materials from detailed or rough copy
- Serve as a receptionist by answering telephone calls, directing calls to appropriate personnel; take and relay messages; receive, greet and direct visitors
- Respond to inquiries and provide a variety of general information to personnel, students and the general public
- Administer minor first aid to students in the absence of the district nurse or medical assistant
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested
- Prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed
- Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed
- Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns
- Assist in monitoring inventory levels of office supplies, ordering / receiving of supplies, and maintaining inventory of office supplies
- Perform other related duties as assigned

### **Knowledge & Abilities**

**Knowledge of:**

- Modern office practices, procedures and equipment
- Telephone techniques and etiquette
- Basic record keeping and filing techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a computer and assigned software
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- General office instruments; including computer, copier, fax machine, telephone, etc.
- Writing, spelling and organizational skills

**Ability to:**

- Perform a variety of general clerical duties in support of an assigned office
- Answer telephones and greet the public courteously
- Learn department or program objectives, policies, procedures and goals
- Type or input data at an acceptable rate of speed
- Operate a variety of office equipment including a computer and assigned software
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Receive, sort and distribute mail

**Physical Requirements:**

- Sit or stand for an extended period of time
- See and read printed matter with or without vision aides
- Hear and understand speech at normal levels, in person and / or on the telephone
- Speak so that others may understand at normal levels, in person and / or on the telephone
- Standing, walking, stooping, twisting, bending over, grasp, reach overhead, push, pull; and move, lift and / or carry 15 pounds to waist height
- Dexterity of hands and fingers to operate a computer keyboard / typewriter
- Bending at the waist, kneeling or crouching to file materials

**Work Conditions**

Office environment with constant interruptions.

***WEAVER UNION SCHOOL DISTRICT IS AN AFFIRMATIVE ACTION EMPLOYER***

- *Prior to employment, employee candidates will be required to provide either proof of U.S. citizenship, or other documents that establish the candidate's eligibility to be employed in the U.S.*

- *Fingerprinting will be required.*
- *Potential qualified candidates may be required to pass an examination pertaining to the qualification and/or duties of the job prior to offer of employment.*