

TYPIST - SCHOOL MONITOR

GENERAL STATEMENT OF DUTIES: Performs a full range of routine typing and clerical work and assists school teachers in routine non-teaching duties including pupil supervision; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, performs a variety of tasks involving the use of computers to produce correspondence, records, reports, tables, documents and other material, following prescribed guidelines. Various routine clerical tasks, such as filing, sorting, answering telephones, are also performed and which requires the incumbent to work half-time or better. In addition, this position also requires the incumbent to assist teachers in routine non-teaching tasks. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Uses a computer to produce one or more of the following: correspondence, reports, payrolls, cards, lists, statements, vouchers, purchase orders, bills and/or other financial documents;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Proofreads typewritten material to identify grammatical, spelling or typewritten errors and makes necessary corrections;

Prepares and maintains simple records and files;

Operates a variety of office machines, such as adding machines, duplicating machine, fax machine, etc.;

May receive incoming mail, open, date and distribute it to appropriate staff members;

May receive visitors, ascertain their business and direct to appropriate staff members;

May issue licenses, permits, and other papers in accordance with law, regulation, or administrative practice;

May operate a switchboard as assigned.

Assists teachers in supervising recreation and lunch periods and study halls;

Guides children safely across streets and intersections;

Maintains order in gymnasiums, locker rooms, and swimming pools;

Oversees students passing between classes and in locker rooms and on premises before and after school;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Issues athletic supplies and equipment;

Helps children in lower grades with wearing apparel;

May perform simple clerical duties under close supervision;

May render elementary first aid treatment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

TYPIST ASPECTS:

Knowledge of proper grammatical usage, punctuation, and spelling; familiarity with office terminology, procedures and equipment; ability to manipulate a standard alphanumeric keyboard at a minimum of 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to identify and correct spelling errors; ability to follow written and oral instructions; ability to get along well with others; accuracy; courteous manner; tact; good judgment; physical condition commensurate with the duties of the position.

MONITOR ASPECTS:

Some knowledge of first aid methods; familiarity with classroom routine; ability to get along well with children and command their respect; good general intelligence; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.