

# JOB DESCRIPTION

**Job Title** Senior Clerk SPS  
**Reports to** Executive Director SPS  
**Dept/School** Student & Parent Services

**Job Title Code** 414360  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 304  
**Date Revised** January 30, 2025

## Primary Purpose

Assists department staff members by answering telephone and directing messages, typing, filing, processing reports, assisting with and processing student transfer requests, and notarizing step-parent affidavits, and responsible person affidavits. Assists with transfer revocation requests.

## Education/Certification

- High School diploma or GED

## Special Knowledge/Skills

- Passing scores on the District's clerical tests
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications
- Knowledge of record maintenance
- Ability to interpret policies and procedures
- Ability to communicate effectively, both orally and in writing

## Experience

- Two (2) years related experience

## Major Responsibilities and Duties

1. Receive and processes transfers, responsible person affidavits, and step-parent affidavits.
2. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
3. Schedule appointments for transfer revocations with the Executive Director of Student & Parent Services Director on denied transfers and/or for review of responsible person affidavits.
4. Assist school registrars with questions on transfers, responsible person affidavits, step/parent affidavits, and/or general enrollment questions.
5. Maintain files on all transfers and responsible person affidavits by school year.
6. Work independently with minimal supervision.
7. Maintain confidentiality at all times.
8. Process Special Education requests for current and former students.
9. Adhere to all policies and procedures pertinent to Student & Parent Services, as directed by supervisors.

## Supervisory Responsibilities

None

## Equipment Responsibilities

Computers, printer, fax machine, copier, typewriter, adding machine/calculator, multi-line telephone system, and scanner.

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Works with frequent interruptions; maintains emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer



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## Terms of Employment

221 days; hourly rate to be established by Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.