

<b>Job Title:</b>	Department Clerk	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Assigned Supervisor	<b>Pay Grade:</b>	303
<b>Dept. /School:</b>	Assigned location	<b>Date Revised</b>	November 22, 2024

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**Primary Purpose**

Assist department staff members by answering telephone and directing messages, typing correspondence, routine office duties, and processing elementary and middle school transcripts.

**Qualifications**

**Education/Certification**

High School diploma or GED

**Special Knowledge/Skills**

- Passing scores on District clerical test
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications
- Ability to communicate effectively; both orally and in writing
- Knowledge of record maintenance

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
2. Use judgment and discretion in planning work details.
3. Assist with the issuance of transcripts.
4. Assist in the processing of cumulative folders and preparation for microfilming.
5. Assist with the entering of transfer information into the Student System.
6. Serve as a backup for the processing of transfers/tuition exemptions.
7. Answer the main phone line.
8. Maintain the County Transfer Listing of Campus ID of Residence Codes.
9. Work independently with minimal supervision.
10. Assist with the maintaining Parent Complaint File(s).
11. Assist with Leaver Self-Audits. Other duties as assigned.

**Supervisory Responsibilities**

None

**Equipment Used**

Computers, printer, fax machine, copier, typewriter, adding machine and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

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

**Terms Employment**

221 days; hourly rate to be established by the 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 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.