

**Job Title:** Senior SERS Clerk **Wage/Hour Status:** Non-Exempt  
**Reports to:** Director Special Education **Pay Grade:** 304  
**Dept./School:** Special Education and Health Services Center **Date Revised:** November 25, 2024

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**Primary Purpose**

Assist the Special Education Department in distribution, receiving, cataloging, and inventory of Special Education equipment and supplies.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

**Special Knowledge/Skills**

- Passing score on District’s clerical SET test
- Strong organization, communication, and interpersonal skills
- Knowledge of computer technology and data/entry processing
- Knowledge of inventory procedures

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Process and ship materials received through Special Education.
2. Maintain computerized inventory records of campus /classroom inventories of supplies, equipment and materials; takes cycle counts periodically for recognizing inventories.
3. Facilitate the transfer and opening of classroom units through adequate provision of instructional materials and equipment.
4. Assist with telephone and written requests from teachers and campus administrators for circulation of materials and equipment.
5. Instruct and coordinate work of clerks in lower level positions
6. Verify accuracy of shipments with information on invoice or packing slip and purchase order; records discrepancies or damages received on inventory
7. Correct shipping and receiving problems with vendors and schools
8. Maintain custody receipts of items to be repaired and loaned out temporarily.
9. Prepare, compile, and maintain responsibility for accuracy and completeness for SERS inventory records.
10. Operate equipment and vehicles according to prescribed safety procedures
11. Follow established safety procedures and techniques to perform job duties including lifting and carrying.
12. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned staff

**Equipment Used**

Inventory scanner, computer, printer, fax machine, copier, calculator, and/or District vehicles.

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress, works with frequent interruptions. Occasional prolonged and irregular hours, repetitive hand motions, prolonged use of the computer.

**Terms of 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.