

# JOB DESCRIPTION

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|--------------------|---------------------------|-------------------------|--------------------|
| <b>Job Title</b>   | Clerk II Department       | <b>Job Title Code</b>   | 414160             |
| <b>Reports to</b>  | Administrative Supervisor | <b>Wage/Hour Status</b> | Non-Exempt         |
| <b>Dept/School</b> | Assigned Location         | <b>Pay Grade</b>        | 304                |
|                    |                           | <b>Date Revised</b>     | September 12, 2025 |

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## Primary Purpose

Assist department by answering telephone and directing messages, typing, filing, processing reports, and data entry.

## Education/Certification

- High School Diploma/GED

## Special Knowledge/Skills

- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications

## Experience

- Two (2) years' clerical or secretarial experience

## Major Responsibilities and Duties

1. Exercise judgment based on knowledge and experience to plan details of the work and prioritize tasks to accomplish work objectives.
2. Maintain responsibility for accuracy and completeness of records for the department.
3. Provide clerical assistance to department or campus.
4. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
5. Process and maintain office records.
6. Review of reimbursement requests for department staff.
7. Maintain confidentiality of all records.
8. Research vendor discrepancies.
9. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Equipment Used

- Personal computers, various software applications including Word, Excel, and contract management system, 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 of Employment

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



## JOB DESCRIPTION

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.