

<b>Job Title:</b>	Department Clerk II	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Director Other Supervising Administrator	<b>Pay Grade:</b>	304
<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, filing, and Process reports.

**Qualifications****Education/Certification**

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

**Special Knowledge/Skills**

- Passing score on District's clerical SET test
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications

**Experience**

Two (2) years related 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 a department or school.
3. Provide clerical assistance to a school principal or other administrative superior.
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 records
6. Prepare and enter cash reports into AS400.
7. Review reimbursement requests.
8. Research vendor discrepancies.
9. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

PC Computers, printer, fax machine, copier, typewriter, added machine, and calculator

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, work with frequent interruptions; 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

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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, 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 230-2856.