

Job Title:	Senior Clerk, BEFM	Wage/Hour Status:	Hourly
Reports to:	Executive Director, BEFM	Pay Grade:	305
Dept. /School:	Budget and External Financial Management	Date Revised:	September 30, 2021

Primary Purpose

Assist department administrators and staff members with the everyday duties that pertain with the compliance and guidelines of Every Student Succeeds Act (ESSA) and/or Federal/State/District Policies and Procedures. Provide assistance to campus, department & Private Non-Profit (PNP) personnel with transactions that affect their Entitlement budgets.

Qualifications**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on district's clerical tests
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of computer technology and data entry/processing
- Basic knowledge of accounting procedures

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Exercise judgment based on knowledge and experience to plan details of the work and prioritizes tasks to accomplish work objectives.
2. Review, process, and maintain campus, department and PNP School requests to ensure information is accurate and complete.
3. Work under general or specific direction but performs assigned duties with considerable independence as to work methods and priority of assignments.
4. Assist campus, department and PNP School personnel with information regarding account expenditures and other transactions.
5. Assist department staff with clerical support to include preparation for department trainings as needed.
6. Assist with the tracking of purchase orders for campuses, departments and PNP schools.
7. Log in and review Travel and Field trip packets for external funds.
8. Maintain office files by receiving, organizing and filing records to include state and federal applications and documents.
9. Review reports for outstanding purchase orders/requisitions for assigned campuses, & departments.
10. Assist in the preparation of training manuals/compliance notebooks.
11. Archive campus, department and PNP school record files on an annual basis.
12. Enter requisitions for registrations, travel expense reimbursements, supplies & materials for PNP schools
13. Enter check requests for stipends for PNP school personnel.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

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

Supervisory Responsibilities

None

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

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ 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, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.