

<b>Job Title:</b> Attendance Clerk HS	<b>Wage/Hour Status:</b> Non-Exempt
<b>Reports to:</b> Senior Clerk Attendance/Principal	<b>Pay Grade:</b> 304
<b>Dept./School:</b> Assigned Campus	<b>Date Revised:</b> November 25, 2024

**Primary Purpose**

Assist in the operation of the microcomputer attendance system for the campus.

**Qualifications**

**Education/Certification**

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

**Special Knowledge/Skills**

- Passing score on the District’s clerical SET test
- Knowledge of computer technology and data/entry processing
- Knowledge of district/school rules, and state regulations regarding attendance accounting procedures
- Strong organization, communication, and interpersonal skills

**Experience**

Two (2) year clerical experience

**Major Responsibilities and Duties**

1. Assist the Senior Attendance Clerk and the Office for Pupil Services to maintain microcomputer attendance accounting functions.
2. Provide input into development projects regarding enhancements to the microcomputer attendance accounting systems.
3. Assist campus personnel to utilize the features of the microcomputer attendance system.
4. Perform other duties as assigned by supervisor.

**Equipment Used**

PC Computers, file server, fax machine, copier, and calculator

**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. Prolonged use of computer, repetitive hand motions.

**Terms of Employment**

194 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: \_\_\_\_\_

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.