

Job Title: Clerk II Department Legal	Wage/Hour Status: Non-Exempt
Reports to: General Counsel	Pay Grade: 304
Dept./School: Legal Department	Date Revised: November 22, 2024

Primary Purpose

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

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

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

Experience

One (1) year 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 the legal department.
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 reimbursement requests for department staff.
7. Maintain confidentiality of all records.
8. 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

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 230-2033; Section 504 inquiries regarding students may be referred to 504 Coordinator officer 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 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al 230-2856.