

Job Title: Campus Clerk

Wage/Hour Status: Non-Exempt

Reports to: Assigned Supervisor

Pay Grade: 302

Dept/School: Assigned Location

Date Revised: November 22, 2024

Primary Purpose

Assist department staff members by answering telephone and directing messages, typing, filing, and processing reports.

Qualifications

Education/Certification

High school diploma or GED certificate

Special Knowledge/Skills

- Passing scores on the district's clerical tests
- Strong organization, communication and public relations, and interpersonal skills
- Knowledge of computers and software applications

Experience

Minimum one (1) year related experience

Major Responsibilities and Duties

1. Process correspondence, reports and various other documents by utilizing a word processor and typewriter.
2. Maintain an established filing system by preparing files, placing documents in the appropriate files, and by pulling files as directed.
3. Maintain processes, and print all data related to attendance including excessive absence letters.
4. Assist truant office in verifying residence by providing data and reports as requested.
5. Assist in compilation of information from Federal Survey forms to include proper dissemination of information.
6. Assist parents as needed (answer questions, verify credits and grades).
7. Verify with the next school that transferred students register or follows up with the truant officer to find out destination of withdrawn student.
8. Verify and issues residence checks on new students with improper documentation.
9. Track "NO-SHOWS" for clearing improper withdrawals (Leavers/Dropouts).
10. Assist with answering telephone and front desk on a daily basis.
11. Input data into a computer and run programmed reports as directed.
12. Answer telephone, direct calls, take messages.
13. Sort and distribute office mail.
14. Request school records from other schools.
15. Complete LEP paperwork.
16. Verify all grade sheets.
17. Responsible in the federal survey to identify federally connected students.
18. Produce transcript copies for counselors and probation officers to ensure that students are properly placed.
19. Generate labels for calendar cards, nurse's health records and other labels requested by faculty and staff.
20. Responsible for upkeep, maintenance, sending, and receiving on fax machine.
21. Cross train with other members of clerical staff to serve as backup in their absence.
22. Perform other assigned duties as may be required by Supervisor.

Supervisory Responsibilities

None

Equipment Used

LAN Computers, printer, fax machine, copier, typewriter, 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, repetitive hand motions, prolonged use of the computer.

Terms of Employment

184 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.