

<b>Job Title:</b>	Department Clerk	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Director Health Services Department	<b>Pay Grade:</b>	303
<b>Dept./School:</b>	Health Services Center	<b>Date Revised:</b>	November 22, 2024

**Primary Purpose**

Responsible for the Title 1 Voucher Program. Maintain the Intranet web server and District Cumulative Health Records and provide support and assistance to nursing staff.

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

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

**Special Knowledge/Skills**

- Passing scores on the District's clerical SET test
- Knowledge of computers and proficient in software applications to include Microsoft Office Suite
- Good organization, communication, public relations, and interpersonal skills
- Ability to upload and download data and documents from web servers

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Create and maintain Title 1 Vouchers for qualified students; communicate with school nurses, parents, and providers regarding voucher program and status.
2. Maintain, scan, and upload electronic medical records for active and inactive students.
3. Create and maintain several databases.
4. Coordinate and schedule coverage to fill vacancies on campus (in nurse's absence).
5. Assist nursing personnel with electronic documentation system.
6. Coordinate with Records Department for transfer of scanned medical records.
7. Issue audiometers to nursing staff during beginning of year activities and assist with the storage of equipment at the end of the year.
8. Assist with the opening and routing of incoming mail.
9. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
10. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
11. Work with the Frontline System for daily duties.
12. Maintain current Basic Life Support (BLS) and/or First Aid current, to assist in emergency situations.
13. Assist in monitoring the department communication center by answering telephones, directing calls, assisting visitors, scheduling appointments, receiving messages and processing reports.
14. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Computer, printer, scanner, fax machine, and copier.

**Working Conditions****Mental Demands/Physical Demands/Environmental Factors**

Maintain control under stress. Work with frequent interruptions; repetitive hand/arm motions, and prolonged use of the computer.

**Terms of Employment**

194 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 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.