

Job Title: Department Clerk 303

Wage/Hour Status: Non-Exempt

Reports to: Athletic Director

Pay Grade: 303

Dept. /School: Athletics

Date Revised: November 22, 2024

Primary Purpose

Support the Athletic Director and Athletic Facilitator by performing secretarial and clerical work, projects, and other required tasks.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

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

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Organize and perform routine work activities.
2. Direct incoming calls and take messages.
3. Open, route-incoming mail, and answer routine correspondence.
4. Maintain an optimal level of accuracy for assigned work to ensure good bookkeeping.
5. Use judgment and discretion in planning work details.
6. Assist in making travel arrangements (hotel reservations, van reservations, bus quotes and reservations for coaches and teams).
7. Compile and maintain files, records, reports, and other documents pertaining to officials pay for basketball, football and volleyball.
8. Maintain a database for football workers (non-district and district employees.)
9. Prepare clipboards and P.A. announcements for football games.
10. Sell football game tickets and employee passes.
11. Update the Athletics website with current scores, schedules, and forms for the coaches to access.
12. Create and revise schedules and post them on the website.
13. Keep accurate records of all standings for each sport and post them on the website.
14. Keep current files of coaches' evaluations sent to the Athletic office.
15. Create purchase orders and invoices for volleyball and football game workers.
16. Reconcile final annual travel expenses for each sport.
17. Receive purchase orders.
18. Create purchase orders and invoices for vendors.
19. Organize track meets for middle schools and high schools.
20. Cross-train with other members of clerical staff to serve as backup in their absence.
21. Prepare custodial employee timecards received from campuses and record accurate records.
22. Assist Coaches with Arbiter Athlete and Arbiter Game software.
23. Collect and prepare letter award information for all eligible high school student athletes.
24. Prepare awards and medals for all middle school and high school athletics events.

Supervisory Responsibilities

None

Equipment Used

PC Computers, printer, fax machine, copier, adding machine/calculator, and scanner.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged working hours; repetitive hand motions, prolonged use of the 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: _____

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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.