

Job Title: Department Clerk 303 Staff Development	Wage/Hour Status: Non-Exempt
Reports to: Director Staff Development	Pay Grade: 303
Dept/School: Staff Development	Date Revised: November 22, 2024

Primary Purpose

Assist Department staff by answering telephone and directing messages, typing, filing, processing reports, and preparing staff development and curricular documents.

Qualifications**Education/Certification**

High school diploma or GED

Special Knowledge/Skills

- Passing scores on 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. Tabulate and post statistical or numerical data to records.
2. Assist with the maintenance of certification databases.
3. Maintain, organize, and files records.
4. Generate, receive, and record orders for supplies, equipment, or service.
5. Maintain budget records for Facilitators.
6. Open and route incoming mail and answers routine correspondence.
7. Take and maintain inventory.
8. Manage travel arrangements for Facilitators and submit applicable paperwork.
9. Perform routine typing tasks to generate documentation, records, and correspondence.
10. Assist and monitor the department communication center by answering telephones, directing calls, and receiving messages.
11. Communicate positively with parents and educators.
12. Assist with the production of reports and documents.
13. Work independently with minimal supervision.
14. Maintain a calendar for the Facilitators.
15. Provide reports, correspondence, and verbal assistance to school officials.
16. Use judgment and discretion in planning work details.
17. Maintain optimal level of accuracy for assigned work to ensure compliance with state laws and established policies and procedures.

Supervisory Responsibilities

None

Equipment Used

Mac/PC Computers, 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 230-2031; 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.