

Job Title: Department Clerk 303 SPED and Health Services	Wage/Hour Status: Non-Exempt
Reports to: Assigned Supervisor	Pay Grade: 303
Dept./School: SPED and Health Services Center	Date Revised November 22, 2024

Primary Purpose

Assist department staff members by answering telephones and directing messages, typing and filing, scheduling appointments and processing reports.

Qualifications**Education/Certification**

High School Diploma/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

Minimum Two (2) years related experience

Major Responsibilities and Duties

1. Perform typing tasks to generate department documentation, records, and correspondence.
2. Maintain, organize, files, and maintain department records assigned by supervisor(s).
3. Processes purchase orders and maintain copies to ensure appropriate distribution of materials.
4. Prepare travel requests for supervisor(s) and submit applicable paperwork.
5. Maintain responsibility for accuracy and completeness of records.
6. Exercise judgment based on knowledge and experience to plan details of the work and prioritize tasks to accomplish work objectives.
7. Work under general or specific direction and perform assigned duties with considerable independence as to work methods and priority of assignments.
8. Maintain budget records and process timecards, as assigned by supervisor(s).
9. Maintain databases, as assigned by supervisor(s).
10. Review reimbursement requests.
11. Research vendor discrepancies.
12. Register approved individuals for Staff Development/In-Service Trainings and maintain records.
13. Make copies, faxes, and perform clerical duties.
14. Perform other duties as assigned by Supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, 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.