

<b>Job Title:</b> Department Clerk Equity and Community Engagement	<b>Wage/Hour Status:</b> Non-Exempt
<b>Reports to:</b> Executive Director Equity and Community Engagement	<b>Pay Grade:</b> 303
<b>Dept/School:</b> Equity and Community Engagement	<b>Date Revised:</b> November 22, 2024

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**Primary Purpose**

Assist department staff with general clerical duties in building capacity for effective partnerships among students, families, schools and the community to ensure student readiness and achievement.

**Qualifications**

**Education/Certification**

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

**Special Knowledge/Skills**

- Passing scores on District's clerical tests
- 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 data to records.
2. Assist with the maintenance of databases.
3. Assist with the production of reports and documents.
4. Inventory and maintain supplies and materials.
5. Generate, receive, and record orders for supplies, equipment, or service.
6. Process travel arrangements for department staff.
7. Assist with preparation and distribution of materials.
8. Open and route incoming mail and answer routine correspondence.
9. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
10. Use judgment and discretion in planning work details.
11. Assist with the department budget.
12. Enter purchase orders.
13. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Personal C, printer, scanner fax machine, copier, typewriter, adding machine and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 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: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature:* \_\_\_\_\_ *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.