



Longview Independent School District

JOB DESCRIPTION DATA ENTRY/FILE CLERK

JOB TITLE:	Data Entry/File Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Human Resources	TERMS:	226 Days
DEPARTMENT:	Human Resources	PAY GRADE:	Clerical/Par 2

PRIMARY PURPOSE:

File documents for the Human Resources staff and administrators according to their directions

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

Two years of office/data entry experience

Special Knowledge and Skills:

- Good knowledge of business office procedures, practices, and equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain successful working relationships with fellow employees, central and school-based staff, businesses, and the public, tactfully and courteously, and to work well with other employees

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide lunch break for data entry clerk by answering the Human Resources telephone system
2. Comply with district policies, as well as state and federal laws and regulations
3. Adhere to the district's safety policies and procedures
4. Maintain confidentiality in the conduct of district business
5. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Demonstrate regular and prompt attendance
7. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; light physical work, bending and lifting; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013