



LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

**Job Title:** Data Entry Clerk      **Wage/Hour Status:** Non-Exempt  
**Reports to:** Campus Principal      **Pay Grade:** Clerical/Paraprofessional Employee  
**Dept/School:** Assigned Campus      Pay Grade 3  
(\$19,448.00 - \$29,057.60)  
**Initiated Date:** January 28, 2003  
**Revised Date:** May 5, 2011

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**District Primary Purpose:** To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

**Department Primary Purpose:** Contribute to the efficient operation of a school office so that it can play its effective part in the education process.

**Qualifications:**

**Education/Certification:** High School Diploma/GED or Higher

**Experience:** One year data entry or clerical experience in a school or related environment

**Knowledge:** Ability to type with reasonable accuracy a minimum of 45 words per minute  
Ability to use correct English usage, grammar, spelling and punctuation  
Knowledge of modern office methods such as data processor equipment and filing systems; business letter and report-writing techniques; proofreading, statistical, and record-keeping principles and procedures; principles of supervision, training and performance evaluation; following oral and written instructions and be knowledgeable in computers.  
Uses personal computer, typewriter, printer, copier, and fax

**Major Responsibilities and Duties:**

1. Type a variety of materials, such as letters, reports, memos, etc., from rough drafts of corrected copy into computers.
2. Gather and comply assessment data on all students.
3. Type reports as required by the Texas Education Agency.

4. Type reports on student assessment presented to the school faculty, administration and Board.
5. Enter student and staff information into the computer.
6. Enter and provide correspondence needed for all instructional program needs.
7. Keep equipment clean and maintain computer and office supplies readily available for use.
8. Answer calls and perform various related secretarial duties as assigned.
9. Perform other duties as assigned.

WORKING CONDITIONS:

**Mental Demands:** Ability to communicate effectively (verbally and written); ability to operate personal computer; ability to meet established deadlines; ability to maintain accurate and auditable records.

**Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer. Moderate standing, stooping, bending, lifting.

POSITION WORKING DAYS: 220 Days

DATE POSTED:

DEADLINE: Until Filled

*All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

*Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

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

**Date:** \_\_\_\_\_