



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

Job Title: Physical Plant Operations
Data Entry Clerk

Wage/Hour Status: Non-Exempt

Reports to: Physical Plant Operations
Assistant Director

Pay Grade: CT03
(\$19,978.40 - \$29,850.08)

Dept./School: Physical Plant Operations

Date Revised: January 24, 2012

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: To contribute to the efficient operation of the Physical Plant Operations department so that it can play its effective part in the service process.

Qualifications: Correct English usage, grammar, spelling, and punctuation, modern office methods and procedures, 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.

Education/Certification: High School Graduate or Higher

Experience/Knowledge: Two years in computer data entry procedures.
Ability to communicate effectively in English and Spanish.
Ability to prepare reports and presentations including Power Point.
Ability to use a computer and software programs such as Microsoft Word and Excel.
Basic knowledge and skill in record keeping.
Three years of general office procedures.

Major Responsibilities and Duties:

1. Input department data and other pertinent information into the computer.
2. Advise supervisor of any immediate emergency or safety problems within the district.

3. Process reports and other related pertinent information as necessary.
4. Files records and correspondence or other records in a prescribed manner.
5. Classifies and cross-indexes materials according to a standardized coding chart and labels folders or envelopes with specified identification data.
6. Assist with the preparation of department safety meetings.
7. Clear and stores files at designated intervals under supervisor's direction.
8. Answer the department phone in a professional manner and accurately record messages. Must notify supervisor immediately of any message from Principal, Department Head, or Administrator.
9. Process mail/correspondence for the department.
10. Assist with the cataloguing and storage of department specification manuals and other related materials.
11. Assist with the completion of department summaries, Board presentations and annual report.
12. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written in English and Spanish), interpret policy and procedures, maintain emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions, prolonged use of computer. Works with frequent interruptions, moderate standing, stooping, bending and lifting.

POSITION WORKING DAYS: 226 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)

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

Employee Signature: _____

Date: _____