DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Clerk – Office
Reports to: Principal
Dept. /School: Assigned Campus

Wage/Hour Status: Non-Exempt
Pay Grade: AS-1
Date Revised: 6/23/2026

Primary Purpose:
Under direct supervision, provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:
- High school diploma or GED
- Bilingual preferred

Special Knowledge/Skills:
- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to follow written instructions
- Ability to operate multi-line phone system

Experience:
One year clerical experience in office setting

Major Responsibilities and Duties:

Reception and Phones
- Receive and direct incoming calls, take reliable messages, and route to appropriate staff
- Greet and direct campus visitors
- Assist parents in checking students in and out of school
- Receive, sort, and distribute mail, messages, documents, and other deliveries
- Assist with the receipt and distribution of student materials, including homework requests.
- Maintain visitor log and issue visitor passes

Other
- Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
- Maintain computerized files using personal computer, including reports, employee roster, and mailing lists.
- Assist with the scheduling of teacher conferences

Duncanville ISD Campus Clerk
- Provide clerical assistance as needed
- Maintain confidentiality

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment
Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping
Motion: Moderate walking
Lifting: Regular light lifting and carrying (less than 15 pounds)
Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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.

Employee Print Name _____

Employee Signature _____ Date _____