



Fabens Independent School District

821 NE "G" Avenue ♦ P.O. Box 697
Fabens, TX 79838
Phone: (915) 765-2600 ♦ Fax: (915) 764-2968
www.fabensisd.net

**** AMENDED ****
INTERNAL ONLY
ATTENDANCE CLERK
FABENS ELEMENTARY SCHOOL

Primary Purpose

Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance. Work under general or specific direction from the Principal, and performs duties with considerable independence as to work methods and assignments. Provides technical assistance in the daily operation of the campus, to include financial and student records. Assists staff members by typing, filing, and processing reports.

Minimum Certification / Education

- High School Diploma or Accredited General Equivalency Diploma (GED)
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States.
- One year clerical or secretarial experience, accounting, and data entry experience, preferably in a public education environment

Special Knowledge / Skills

- Ability to use software to develop spreadsheets and databases, and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to meet established deadlines
- Knowledge of District policies, state regulations regarding attendance accounting procedures
- Strong organization, communication, public relations; and interpersonal skills

Location of Assignment: Fabens Elementary School

Salary: Commensurate to the 2020-2021 salary schedule

Employment Days: 197

Posted: AMENDED: 08/06/2020

Deadline: Until Filled

Human Resources Contact: Audry Ortegon Galvan Phone: 915-765-2600
For HR Use Only: Posting #316/PCN#1275/Posted 07/13/2020

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*