

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES**

1420 EIDSON ROAD • EAGLE PASS, TEXAS 78852 • (830) 773-5181 FAX (830) 773-0221

VACANCY ANNOUNCEMENT

DATE: February 20, 2008

POSITION: Business and Finance Administrative Clerk

JOB SETTING: District Service Center

EFFECTIVE DATE: 2008 - 2009 School Year

PREREQUISITES:

- High School Diploma or GED
- Must have passed the EPISD Clerical Exam [between 2/06 - 2/08]
- Ability to acquire an understanding of systematic, numerical record keeping procedures with attention to detail to avoid errors
- Ability to communicate well with others
- Ability to understand written and oral instructions
- Must be computer literate and have typing skills
- Ability to reconcile accounts
- Experience required preferably in financial operations

SALARY: Pay Grade: 4 Work Days: 238
As per salary schedule

DEADLINE: March 7, 2008

INTERVIEWS: TBA

APPLY TO: Eagle Pass Independent School District
Department of Human Resources
1420 Eidson Road
Eagle Pass, Texas 78852
830/773-5181

PLEASE NOTE: As appropriate, persons interested in this position must submit an APPLICATION, RESUME, TRANSCRIPTS, and PROPER CERTIFICATION to the Department of Human Resources by the deadline date.

The EPISD is an equal opportunity employer and does not discriminate on the basis of sex, disability, race, color, age or national origin as required by Title IX, Section 504 and Title VI.
El distrito escolar no discrimina en base a sexo, discapacidad, raza, color, edad u origen nacional en el empleo como lo requiere el Título IX, Sección 504, y Título VI.