

UNION SCHOOL DISTRICT

CLASS TITLE: DISTRICT RECEPTIONIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, operate a centralized telephone switchboard system at the District Office; greet and assist visitors to the office; receive, sort and distribute mail and correspondence; perform a variety of clerical support duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate a centralized telephone switchboard system, directing calls to appropriate personnel; receive and transmit messages; provide general information and assistance to callers as needed.

Greet and assist parents, students and other visitors; screen and direct visitors to appropriate offices, school sites and personnel; distribute a variety of materials to visitors.

Receive, sort, and distribute incoming mail and correspondence; receive and distribute incoming packages.

Perform general clerical support duties including filing, duplicating, typing, assembling and distributing a variety of materials including letters, memoranda and informational packets.

Operate a variety of office equipment including a copier, typewriter, fax machine and a computer.

Receive substitute requests and absence forms; arrange for available substitutes to assure proper coverage for teachers and other personnel; utilize an automated sub-calling system to secure substitutes for absent teachers; provide information and assist substitutes by providing appropriate forms, instructions and related materials.

Coordinate specialized substitute staffing needs with site secretaries and teachers.

Receive and process substitute teacher applications and related forms as assigned; input and update substitute data into appropriate sub-finder system; maintain related lists and records.

Serve as primary contact with vendor regarding automated substitute system; including troubleshooting software issues.

Prepare monthly substitute reports and other reports as needed.

Answer general questions regarding District policies and regulations.

Disseminate and accept summer student registration when schools are closed.

Maintain lobby area in a clean and orderly condition as required; organize and update bulletin board.

Attend mandatory trainings as required for this position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a centralized telephone switchboard;
Telephone techniques and etiquette;
Interpersonal skills using tact, patience and courtesy;
Modern office practices, procedures and equipment;
Oral and written communication skills;
Operation of a computer and assigned software; and
Correct English usage, grammar, punctuation, spelling and vocabulary.

ABILITY TO:

Answer telephones and greet the public courteously;
Learn and explain organization, procedures and policies of the District office;
Provide information, directions and assistance;
Receive, sort and distribute mail;
Perform general clerical support duties including typing, filing and duplicating;
Maintain routine records;
Type or input data at an acceptable rate of speed;
Communicate effectively both orally and in writing;
Operate a variety of office equipment including a computer and assigned software;
Complete work with many interruptions;
Establish and maintain cooperative and effective working relationships with others;
Prioritize work load with many interruptions;
Maintain the confidentiality and security of sensitive information; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 20 pounds;
Carry up to 20 pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee

flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.