

RECEPTIONIST

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general supervision of the Assistant Superintendent (Business Services), operates a telephone switchboard and performs a wide variety of clerical and typing duties; processes requests for student records; and does other related tasks as required.

ESSENTIAL JOB FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations;
- Greets and assists parents and visitors and refers to appropriate personnel;
- Operates the District switchboard and transfers calls to appropriate personnel;
- Takes and transmits messages for staff;
- Assists the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures;
- Performs clerical work requiring knowledge of procedures and policies of the office or department as required (i.e., receives and records bus referrals and processes bus citations for Transportation Dept.)
- Receives, records, and processes intradistrict and interdistrict student cumulative record requests according to Education Code and District policy
- Performs other related work as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to type at a rate of fifty (50) words per minutes
- Meet the public tactfully and courteously

KNOWLEDGE OF:

- Telephone procedures and techniques
- Office procedures such as typing and filing
- Basic math and business English, including vocabulary, spelling and punctuation
- Record-keeping, planning and scheduling
- Operation and care of office equipment and machines
- Modern office techniques

SKILL AND ABILITY TO:

- Meet the public tactfully
- Follow written and oral instructions
- Read, write and type at a sufficient level to successfully perform the required duties
- Organize a task and carry to completion with efficient use of time
- Be self-directed
- Possess effective communication skills
- Work cooperatively with others

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Hear and understand speech at normal levels
- Speak clearly and communicate effectively
- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legibly
- Read notes, memos and printed material

EDUCATION AND EXPERIENCE:

- Equivalent to graduation from high school
- One (1) year of office experience desirable

WORK YEAR:

The work year is two-hundred sixty (260) days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update Board approved: 3/14/17
Board approved: April 24, 2012*