



Position Title: **District Office Receptionist**

Department: District Office

Reports To: Superintendent's Secretary

**SUMMARY:** Provide receptionist duties for District Office. Greet visitors and answer multi-line telephone. Provide information regarding the school district to the general public. Bilingual in English and Spanish required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Answer multi-line telephone, direct calls, and relay messages
2. Provide information to callers, and answer questions
3. Greet all visitors courteously, determine their needs and direct or escort them to the appropriate person
4. Run background checks and maintain district's volunteer process/list
4. Monitor visitor access and maintain security awareness
5. General administrative and clerical support
6. Receive and sort regular mail and district courier mail
7. Maintain tidy front office area
8. Routinely fill copy machines and printers with paper as needed
9. Make copies from master forms as needed (job applications, school calendar, etc.)
10. Occasionally may need to work irregular or extended work hours
11. Correspond with district staff and stakeholders including via email
12. Maintain regular on-time attendance
13. Provide written and verbal translation as required

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); basic knowledge of administrative and clerical procedures; knowledge and practice with computers and relevant software applications; knowledge and practice with customer service principles and practices; keyboarding skills. Previous clerical experience preferred.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to speak effectively before groups of stakeholders or employees of organization. Ability to present information in one-on-one and small group situations to customers, clients, other employees, and/or students. Ability to speak and present effectively before public and administration staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Ability to operate office machines and computer and related software. Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing in English and Spanish. Ability to handle a variety of duties all at once. Gives attention to detail. Takes initiative and is reliable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the

employee will lift up to 10 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date