



## Community Unit School District 300 Job Description

Position Title: Receptionist	
Position Code:	Employee Group: DESPA
Salary Grade: A	FLSA Status: Non exempt
Supervisor title: Director of Human Resources or designee	
Date of preparation: November 2015	

**Job Purpose:** The receptionist is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

### Knowledge, Skills and Abilities:

1. High school diploma, or equivalent, and 1-2 years of experience required in an office environment
2. Computer skills including but not limited to: Microsoft office or other office productivity software and the ability to use specialty software
3. Analytical thinking, critical thinking, and problem solving skills
4. Ability to work in a team and across departmental boundaries
5. Knowledge of office equipment
6. Ability to manage time and priorities efficiently
7. Strong interpersonal skills and ability to work cooperatively and efficiently with students, adults, and with the various publics that use the facility
8. Must be cooperative, congenial, and customer service-oriented
9. Ability to communicate, read and write in English and perform basic math functions
10. Ability to sit, stand, climb stairs, and walk as needed to meet the demands of the assigned job duties
11. Must be able to lift 35 pounds
12. Ability to work under pressure to meet deadlines
13. Ability to work with frequent distractions and foster a professional office atmosphere

### Essential Job Duties:

1. Conduct school business and public relations in a manner that reflects favorably on the district, administration and the school board and providing first-level solutions to problems
2. Demonstrate effective interpersonal relationship skills when welcoming all visitors by greeting them, in person or on the telephone; answering or referring inquiries and directing individuals to appropriate location in accordance with established building security procedures
3. Answer multiline telephone system for the purpose of screening calls, transferring calls, responding to inquiries and or taking messages and delivering them in a timely manner
4. Respond to emergency calls for the purpose of forwarding to appropriate parties to address immediate safety issues
5. Maintain employee and department directories for the purpose of providing reference information
6. Sort US mail, incoming materials and packages, supplies, etc. for the purpose of disseminating materials to the appropriate parties, when necessary
7. Maintains safe and clean reception area by complying with procedures, expectations, rules, and regulations and providing resource information to visitors



8. Perform office duties including but not limited to: filing, data entry, digitize documents, accurate reporting, collecting, organizing and maintaining paperwork, records and communication systems
9. Be courteous and responsive to requests
10. Deal with confidential items in a professional manner
11. Support administration in the implementation of school district-wide policy and regulations

**Disclaimer:** The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.