Job Description: Clerk/Receptionist
FLSA Status: Non-Exempt

Department: School Support
Code:

Location: Oxford Intermediate School
Reports to: Office Manager

Position Type: Full Time (190)
Version:

Description of Position: The job of Clerk/Receptionist was established for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, when time permits, providing general clerical support.

Essential Duties and Responsibilities

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, Home School applications, etc.) for the purpose of ensuring receipt to addressee and/or providing material/s.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Maintains reception area materials (e.g. newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Processes a variety of records (e.g. student records, transcripts, tutor lists, guardianship packets, etc.) for the purpose of conveying information within District guidelines and regulations.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Understands and complies with the rules and operations of the workplace.
- Perform other duties as assigned by the Office Manager/Principal

Qualifications and Education Requirements

- Must have a high school diploma. Prefer Associates degree in business or office management.
- Must perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.
- Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices
- Ability is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data;
and use basic, job related equipment.

- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods.
- Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment.
- Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.
- Work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.
- Utilization of resources from other work units may be required to perform the job's functions
- Pass a criminal background test and be fingerprinted before gaining employment.

Preferred Skills

- Must possess excellent human relations and communication skills.
- Must possess the ability to establish and maintain effective working relationships with students, parents, and school staff.
- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Employee Statement of Understanding

☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

_____________________________    ________________________
(Signature)                                                                                  (Date)

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