



Cicero School District #99

Job Title: Substitute Receptionist/District Clerk

Reports To: HR Department administrators

Position Summary

- To contribute to effective school/public relations by prompt and courteous handling of all inquiries and visitors and to support departments and schools with additional clerical assistance.

Qualifications & Requirements

- High school diploma or equivalent and secretarial school or junior college preferred
- Bilingual English/Spanish preferred
- Previous experience with public contact
- Proficiency with using Microsoft Office and in typing skills
- Capable of lifting 50 lbs.

Duties & Responsibilities

- Greets all visitors courteously, determines their needs, checks appointments and directs or escorts them to proper person/location.
- Manages the telephone switchboard by routing all incoming calls or taking messages.
- Assists with clerical tasks such as filing, typing, data entry, and word processing.
- Assists with record keeping and maintenance.
- Assists with the organization and inventory of materials or supplies.
- Assists school offices as needed.
- Assists with special projects.
- Performs all other assignments and responsibilities as assigned.

Working Environment:

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

Moderate degree of physical stamina with occasional lifting of up to 50 pounds. Regularly required to sit, stand, walk, talk, hear, operate a computer, other office equipment, and reach with hands.

Terms of Employment

Start Date: TBD
Hours: 7:30 am– 4:00 pm
Work Year: 12 month
Salary: As outlined in the collective bargaining agreement
Union: PSRP

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.