

# GREENFIELD UNION SCHOOL DISTRICT

## JOB OPPORTUNITY

<b>Job Title:</b>	Receptionist I	<b>Job Category:</b>	CONFIDENTIAL
<b>Location:</b>	District Office	<b>Job Code:</b>	300411
<b>Salary:</b>	\$25.67 - \$33.21 (44-CL16) (Max entry step 3, unless determined to be a promotion for an internal candidate)	<b>Work Cal:</b>	8 hours/5 days-week/12 months
<b>Date Posted:</b>	08/05/2025	<b>Closing Date:</b>	08/11/2025
<b>Applicants apply at: <a href="http://WWW.GFUSD.NET">WWW.GFUSD.NET</a></b>			
<b>JOB REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent</li> <li>• Excellent communication/interpersonal skills as well as a desire to collaborate with various staff members.</li> <li>• Valid TB test</li> <li>• Bilingual desirable</li> </ul> <p>Applicants who do not include all the required documents with their application will not be considered for the position</p>		

### GOAL:

Under the supervision of the Assistant Superintendent. Receptionist I position assists in the organization of the front office and works in collaboration with all department staff. Cordially and professionally meet and greet parents, staff, community members or others in public.

### QUALIFICATIONS:

#### *Knowledge of:*

- Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Standard office machines and equipment, including computer terminals and microcomputers, and appropriate software including Microsoft Office/Google applications.
- Automated record-management and filing systems, receptionist and telephone techniques.
- Knowledge of computers and related software, Word, Excel and Adobe Acrobat.

#### *Ability to:*

- Carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed.
- Think critically, problem solve, and multitask.
- Communicate effectively with students, faculty, specialists, and other administration
- Communicate effectively, write concise, accurate and professional quality reports and perform record keeping functions as directed.
- Understand and carry out oral and written directions.
- Learn the procedures, functions, and limitations of assigned duties
- Establish and maintain cooperative working relationships with children and adults.
- Work independently using strong organizational skills.
- Maintain security of sensitive, confidential and privileged information.
- Attend and obtain professional growth opportunities.

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- Maintain, create, and participate in, a professional environment.

### DUTIES AND RESPONSIBILITIES (Sample of daily duties, not limited to the following):

- Greet the public, answer a multi-line telephone system, and answer questions relating to district operations.
- Operates telephone switchboard, receives incoming calls and routes to proper personnel.
- Receives, sorts, and distributes incoming and outgoing correspondence.
- Assists with, inter/intra district transfers applications.
- Assists with class size reduction, capping, and transportation.
- Orders and maintains supplies for District Office.
- Assists with job postings and applications. Assists with classified posting on website.
- Process mandated reports and required trainings.
- Managing and complying with AB 1522 Sick Leave Law. Track eligibility, accrual and records.
- Responsible for required Sexual Harassment prevention trainings.
- Demonstrate excellent communication skills both verbal and written.
- Assists with open enrollment/lottery
- Perform any responsibilities of Receptionist II as needed.
- Performs other duties responsibilities and required by the Superintendent or designee, in order to accomplish the goals and objectives of the district

### WORKING CONDITIONS:

*ENVIRONMENT:* Office environment; subject to constant interruptions; driving to off-site locations to conduct work; supervision responsibilities including day and evening outdoor activities.

*PHYSICAL REQUIREMENTS:* Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; frequent walking of the school site.

### PHYSICAL ABILITIES:

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job included close vision, depth perception, and ability to adjust focus.

- Seldom: Less than 25%    2. Occasional: 25%-50%    3. Often: 51%-75%    4. Very Frequent: 76% or more  
4        a. Ability to work at a desk, conference table or in meetings of various configurations.  
2        b. Ability to stand for extended periods of time.

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| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels.   |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation.                                    |
| <u>3</u> | f. Ability to bend and twist, stoop and kneel, crawl, push, pull.  |
| <u>1</u> | g. Ability to lift <u>50</u> lbs.  |
| <u>1</u> | h. Ability to carry <u>40</u> lbs.   |
| <u>4</u> | i. Ability to reach in all directions.   |

### **EVALUATION:**

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement if applicable. The evaluation will be completed by the Site Principal or his/her designee.

**RIGHT TO REVISE:** This job description is not meant to be all-inclusive, and the school reserves the right to revise the job description as necessary without advance notice.

### QUALIFIED APPLICANTS MAY BE CONSIDERED FOR AN INTERVIEW APPOINTMENT

The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:		
Equity Compliance Officer: Ramon Hendrix--Superintendent 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 hendrixr@gfusd.net	Title IX Coordinator: Dr. Debra Thompson--Assistant Superintendent of Student Services 1624 Fairview Rd. Bakersfield, CA, 93307 661-837-6000 titlleIX@gfusd.net	Section 504 Coordinator: Jennifer Morales—Coordinator of Health Services 205 McKee Rd. Bakersfield, CA 93307 661-837-6000 moralesj@gfusd.net