

Receptionist - Intermediate
Job Description



JOB TITLE: Receptionist - Intermediate
DATE REVISED: April 5, 2024
REPORTS TO: Campus Administrator
DEPARTMENT/CAMPUS: Assigned Campus
FLSA: Non-Exempt
PAY GRADE/DUTY DAYS: CP2, 185

JOB PURPOSE SUMMARY:

This position is responsible for ensuring a positive first impression in carrying out general and routine clerical tasks and responsibilities within the campus, as well as ensuring timely and accurate completion of assigned tasks.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Clerical Support:

1. Answer all incoming calls, take messages, and assist with questions.
2. Cheerfully greet students, faculty, parents, district personnel, other visitors, and provide assistance as needed.
3. Check in visitors according to district/campus guidelines.
4. Accept deliveries and distribute appropriately.
5. Assist with U. S. and inter-departmental mail and distribute appropriately.
6. Assist in preparing mail outs. (School newsletters, etc.)
7. Distribute handouts to students and parents. (School portrait packets, etc.)
8. Assist with new student enrollment.
9. Supervise office aides as needed.

Compliance:

10. Performs all assigned work activities in accordance with standard procedures and protocols established by the department and District, as well as in accordance with the Texas State Library and Archive Commission and other Texas state and federal regulatory requirements relevant to the job function.
11. Maintains relevant and up-to-date knowledge and understanding of proper records maintenance, retention, and destruction.
12. Monitors respective work activity for variances and anomalies.
13. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
14. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
15. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

16. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
17. Assists department leadership in the compilation of miscellaneous confidential reports.
18. Attends departmental and organizational meetings, as required.
19. Attends conferences, seminars, and related educational events to maintain proficient understanding and working knowledge respective to the job function and industry.
20. Displays integrity, responsibility, accountability, teamwork, and ethics.
21. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
22. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.

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23. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, Outlook, and PowerPoint, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
24. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- One year of experience working in a clerical role or similar capacity; or
- An equivalent combination of education and experience

CORE KNOWLEDGE, SKILLS & ABILITIES:

Customer Service – Demonstrates concern for meeting internal and external customers' needs in a manner that provides satisfaction for the customer within the resources that can be made available.

Organization - Uses resources effectiveness and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to get things done.

Communication - Conveys verbal and written information using effective techniques and approaches that promote clarity, promote teamwork, and efficiency.

Attention to Detail – Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____

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