

STANDARD SCHOOL DISTRICT

Job Description

Job Title: Receptionist/Clerk

JOB SUMMARY

Supervised by the building principal and through cooperative work with the school secretary; word processes or types and files letters and reports, greets the public, communicates effectively on the telephone, provides support in maintaining cumulative student records, administers first aid to students, and performs other routine school related clerical functions.

REQUIRED QUALIFICATIONS

Knowledge of techniques and strategies to effectively communicate with the public, organize and file documents/reports, and word process or type with a speed of a minimum of 35 wpm (current certificate validation).

Ability to:

Effectively perform clerical duties and learn to use office equipment such as duplicating machine, calculator, computer attendance system, and school related software.

Communicate effectively in oral and in written form.

Experience:

Background to include clerical functions and interest in working with the community and school-age children.

Education:

Training or coursework in clerical responsibilities desired.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Assists the school secretary with typing, word processing, filing, computer attendance system, communicating with members of the community in person or on the telephone, duplicating, record keeping, and other duties that may be assigned.
2. Provides support in maintaining student cumulative records.
3. Administers first aid to students with direction from school secretary.
4. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | | | |
|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51.75% |
| 2. Occasional | = 25-50% | 4. Very Frequent | = 76% and above |
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- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
 - 2 b. Ability to stand and circulate for extended periods of time.
 - 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
 - 4 f. Ability to bend and twist, kneel and stoop, run and crawl.
 - 2 g. Ability to perform manual tasks involving the use of the upper extremity.
 - 4 h. Ability to reach in all directions.
 - 2 i. Ability to lift 25 lbs.
 - 3 j. Ability to carry 15 lbs.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other duties as assigned related to the receptionist/clerk position.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

(3/00)