

Human Resources

Receptionist District

Department: Human Resources
Reports to: Director of Human Resources for Operations
Placement: Classified Non-exempt Salary Schedule
Term: See Duty Day Calendar

Position Summary:

The District Receptionist assists District Office departments by providing supplementary/supportive services to students, staff and parents. Such services are for the express purpose of maintaining the switchboard and directing all inquiries to the appropriate extension or person at the site as well as direct guests on site per the appropriate district procedures.

Essential Functions:

- Operates telephone switchboard to relay incoming, outgoing and interoffice calls.
- Welcomes all visitors courteously, determines their needs, checks appointments where appropriate and directs them to the proper person.
- Answers questions; takes messages for District Office Administrators and staff members.
- Ensures proper security by monitoring lobby and Governing Board room doors confirming that appropriate levels of access are available (open for large group meetings, etc.)
- Distributes mail to all departments at the district office on a daily basis.
- Prepares new employee orientation packets for distribution at meetings.
- Maintains current, accurate spreadsheet of student teacher and intern clearance and retains copies of student teacher and intern applications and DPS fingerprint clearance cards.
- Handles CHI and CJIS information with appropriate level of confidentiality.
- Maintains an attractive, tidy, and clutter-free reception area at all times.
- Reports immediately any suspicious activity or unusual behavior demonstrated by visitors.
- Types materials such as letters, records, reports, forms, etc. when necessary.
- Performs other tasks as assigned.

Training and Experience:

- High School Diploma.
- One year of secretarial/clerical experience preferred.
- Bilingual (*English/Spanish*) preferred.

Knowledge of:

- General office procedures.

Skill In:

- Basic computer skills.
- Operating general office equipment.
- Working within specific time frames and is detail oriented.
- Excellent customer service.
- Well-organized, with demonstrated skills in multi-tasking.
- Excellent verbal and written communication.
- Demonstrating expertise in maintaining rapport and composure with parents, students, staff, and the general public.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.