

JOB DESCRIPTION

Title: District Office Receptionist

Primary Function:

(Job Goal)

- To assure the smooth and efficient operation of the district administrative office.
- To direct telephone callers and visitors to the appropriate administrative office and provide general clerical support and assistance to the district office operation.

Reports To:

(Accountability)

Assistant Superintendent for Human Resources

Supervisory Responsibilities: None

Qualifications:

- High School diploma
- Possess typing skills of 55 WPM
- Possess skills necessary to perform spreadsheet, database, word processing, email and others directly related to performance of the job.
- Minimum of two years experience in typical office setting.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance

Responsibilities:

(Essential Duties)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.

General Office Skills

- Welcome visitors entering office and refer them to proper contact.

- Operate a multi-line phone system, refer calls as indicated by nature of request, and record and program messages for voice mail system.
- Perform customer service function with administrators, parents, students, and other parties (this position is the first to greet guests in office).
- Receive, sort, and route mail from buildings and post office deliveries.
- Receive, log and route UPS deliveries and any other outside deliveries.
- Receive and follow routine for handling in-coming and out-going employment applications.
- Stamp all outgoing mail and prepare for pickup.
- Prepare UPS shipments for pickup.
- Perform word processing tasks, as assigned.
- Perform all routine clerical functions as needed.
- Assume other related duties, as assigned.

Office Machine Skills

- Has a working knowledge of the use of computers in word processing and filing.
- Has a working knowledge of basic office procedures and operation of common office equipment (fax, photocopying, etc.)

Organization Skills

- Maintain district files as needed
- Make arrangements for district meetings

Personal Qualities

- Is courteous and communicates well with the public.
- Works well with fellow employees.
- Arrives to work on time.
- Is prompt and thorough in completing assignments.
- Is willing to do extra without being asked.
- Is efficient and attends to details.

Terms of Employment: 260 days, 8 hours per day

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on Evaluation of Educational Support Personnel.

Employee Signature Date
Copy to Employee and Supervisor

Supervisor Signature Date