

RECEPTIONIST

Definition

Under supervision of the Director of Classified Personnel, operates the central telephone switchboard, serves as receptionist, and performs a wide variety of general clerical tasks.

Essential Duties

1. Operate the District telephone switchboard;
2. Take messages, give routine information as requested;
3. Schedule appointments for administrative staff;
4. Type and do clerical work as required;
5. Maintain alphabetical file of staff members' names and schools to expedite relaying of calls;
6. Maintain an attractive reception area which includes District publications and periodicals;
7. May be required to perform other duties as directed.

Qualifications

Knowledge of:

1. Operation of a multi-positioned telephone switchboard;
2. Business English including vocabulary, grammatical usage and punctuation;
3. Modern office procedures.

Ability to:

1. Meet the public tactfully and courteously;
2. Answer questions appropriately at the desk and by telephone;
3. Perform general clerical and secretarial work.

Experience

Two years of increasingly responsible clerical experience, preferably including one year of experience in a public school office.

Education

High school diploma or equivalent.

License

Valid California Driver's License;

PHYSICAL DEMANDS: 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 the essential functions.

While performing the duties of the job, the employee is regularly required to stand, walk and sit; and talk and hear. The employee is frequently required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. The employee is continuously required to interact with public, students and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, distance vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.