



Administrative Services
District Receptionist/Office Assistant

JOB SUMMARY

Under general direction of Administrative Services, serves as the receptionist/office assistant for the district office, meets and greets visitors, answers the telephone, and provides factual information to staff and community members regarding the district. Provides clerical/office assistance to the Superintendent's office and the Administrative Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives and routes telephone calls, greets and assists visitors, and provides information in response to inquiries.
- Sorts and distributes incoming mail. Prepares outgoing mail/packages for receipt by the post office and delivery to post office as needed. Prepares outgoing mail/packages for various delivery services.
- Monitors and schedules the boardroom calendar, and distributes paychecks on the last workday of the month.
- Performs a wide variety of clerical work including typing, proofreading, filing, mailings, and recording information to support the Superintendent's office and Administrative Services Department.
- Assists the Human Resource Technician by collecting and distributing new certificated substitute teacher employment packets received from the sub consortium. Enters employee demographic information in the personnel data base.
- Collects and processes employment packets for Noon Supervisors and new classified substitutes. Enters employee demographic information in the personnel data base.
- Maintains the classified substitute list and distributes the list to district staff and Office Managers.
- Assist with related work as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office procedures, equipment, and communication systems.
- Computer use including Microsoft Office Suite.
- Preparation of business correspondence.

- Proper English usage, spelling, grammar, and arithmetic.

Ability to:

- Perform a variety of tasks involving use of independent judgment, with accuracy and speed.
- Exercise good judgment and maintain high levels of confidentiality.
- Be flexible, patient, and able to work under pressure.
- Communicate clearly and concisely, both orally and in writing.
- Proficiently operate computer and standard office equipment
- Independently compose correspondence.
- Maintain cooperative working relationships.

Education and Experience:

- Equivalent to completion of twelfth grade.
- One year of experience performing varied clerical work.
- Proven working experience in similar roles.
- Customer service and serving the public.

WORKING CONDITIONS

Environment:

- Daily contact with District and school site staff.
- Daily contact with parents, community members and public.
- Noise level in the work environment is usually moderate.

Physical Abilities:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.

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 this job, the employee is regularly required to sit; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Range: 9

Approved: May 24, 2016