



JOB DESCRIPTION

Job Title	Central Services Receptionist
Department	Administration & Human Resources
Reports To	Executive Director-Administration & Executive Director-Human Resources
Classification	Classified
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Central Services Receptionist verifies, greets, and directs building visitors and performs other reception and clerical duties in order to represent the district in a professional manner to internal and external parties. The Receptionist is responsible for building and departmental calendar management, records maintenance, appointment setting, and various clerical and customer service tasks.

Essential Job Functions

- Greets and assists visitors and processes incoming calls at the central telephone switchboard.
- Follows all safety and security protocol regarding visitor entry.
- Organizes, updates, and approves meetings taking place within the Administration Building.
- Updates the entryway monitor as needed.
- Sorts incoming mail for the District Office and prepares outgoing mail for the District Office and all elementary/charter schools.
- Provides general information regarding departments or activities.
- Scans and files documents appropriately.
- Prepares, audits and organizes files and documents.
- Prepares a variety of reports and documents as directed.
- Monitors employment report for information necessary to complete a variety of tasks such as; updating the badge system and departmental SharePoint sites, creating employment change letters, and ordering supplies.
- Sets up pre-employment testing and monitors results.
- Assists with tracking required data and follows up as necessary.
- Creates a variety of documents and promotional materials.
- Assists with departmental calendar management and appointment setting.
- Maintains department SharePoint sites as directed.
- Assists with preparation for committee meetings.

- Prepares and distributes weekly communication to administrators.

Ancillary Job Functions

- Performs miscellaneous duties, such as issuing work permits, sending weather alert information, updating staff lists, and assisting with charity contributions.
- Prepares and distributes activity passes.
- Assists Buildings and Grounds with recycling preparation and documentation.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Minimum of one year of related clerical experience.
- Experience and training in central multi-line telephone switchboard.
- Experience and training in word processing and database software.
- Able to provide a high level of customer service to both District personnel and the community.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience working as an assistant or secretary in a professional office.
- Post-Secondary training in computer skills and clerical tasks.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to multitask and keep calm under pressure.
- Ability to operate office machines such as photocopier, facsimile, and telephone to perform basic secretarial duties for the District Office.
- Ability to work independently and problem solve.
- Ability to prioritize effectively.
- Ability to quickly learn and operate multiple computer programs.
- Ability to establish and maintain effective public and working relationships.
- Ability to maintain accurate and complete records and to prepare clear and detailed reports.
- Ability to deal responsibly with confidential information.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom conditions and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Position requires sitting at a desk/working at a computer for extended periods of time.
- Regularly required to talk and listen.
- Must be able to reach and have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.