



April 2021

Revised Job Description

Personnel Commission Approval: May 11, 2021

Board Approval: April 19, 2021

District Receptionist

Definition

Under the general supervision of the Executive Assistant in the Superintendent's Office, the District Receptionist will perform various receptionist duties; greet and assist visitors; respond to telephone and written inquiries from staff, the public, etc. Provide additional clerical support to assigned Administrators and perform related work as required.

Essential Duties and Responsibilities

- Answer multiple telephone lines for screening calls, transferring calls, responding to inquiries or taking messages;
- Distribute procedures, policies and other printed information to staff members and/or the public;
- Accept and distribute incoming materials, packages, supplies, messages, etc. to appropriate parties;
- Directs inquiries to the appropriate personnel for resolution;
- In a professional manner, greet public, parents, students, vendors, etc. and respond to their inquiries or direct them to the appropriate personnel;
- Respond to emergency calls and forward to the appropriate parties for immediate resolutions;
- Respond to staff inquiries, inquiries from other educational institutions, inquiries from the public, parents, or students;
- Follow standardized practices and methods;
- Assist and support other personnel in the completion of their work activities.

Required Qualifications

- Graduation from high school and/or equivalent documentation;
- A minimum of three years of clerical experience;
- Bilingual in a designated language (Spanish).

Training and Experience

Any combination of training and experience that would provide the knowledge and abilities to perform the job functions.

Knowledge of

- English usage, vocabulary, grammar, spelling, and punctuation;
- Professional telephone etiquette;
- Complex, multi-step written and oral instructions;
- Google platform (i.e GSuite);
- Microsoft Word;

- Microsoft Excel.

Ability to

- Work with frequent interruptions;
- Use basic, job-related equipment, including technology;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Work and communicate effectively and efficiently with all levels of District personnel;
- Maintain confidentiality, be positive and be courteous;
- Type at a rate of 45 words per minute from a clear copy.

This position will be paid on the classified salary schedule, Range 139, and will be a full-time, twelve-month position.