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## RECEPTIONIST

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**Job Description:**

The receptionist meets the public tactfully and courteously, representing the district administration with sensitivity to good public relations. The primary function of this person is to facilitate good communication and assist in procedural matters. The receptionist may be called upon to assist with appropriate clerical duties.

**Qualifications:**

Education: Completion of the 12th grade  
Experience: One year of experience or the equivalent  
Knowledge: Efficient office methods, correct business English vocabulary, grammatical usage, spelling, and punctuation; common office machines and some skill in their operation.  
Ability: To be pleasant, cooperative and tactful in working with others; to handle confidential matters with wisdom and discretion; to perform responsible clerical work with accuracy and speed; to understand and carry out written and oral instructions, type accurately at a rate of 45 words per minute, to operate office business machines.

**Typical Duties:**

1. Cordially greet visitors to the district office and assist them expeditiously in their business. Announce visitors to various offices. Refer appointments to the appropriate secretary.
2. Courteously answer and direct telephone calls to the appropriate office/person as per the referral chart.
3. Sort and distribute daily mail. Maintain the postage meter. Take mail to post office at the end of the day only when necessary.
4. Receipt payments for use of district facilities.
5. Maintain file for use of facilities and make appropriate notifications to individuals.
6. Contact schools for calendar information and prepare district calendar for distribution by the first of each month.
7. Manage the transportation schedule, disburse vehicle keys according to the transportation schedule and disperse general transportation information and maps.
8. Maintain employment application files.
9. Keep a current district student register and accident report file.
10. Maintain file of forms for distribution to staff and public.
11. Organize senior cum folders for archive filing.
12. Assists with typing and other clerical duties as requested by immediate supervisor.

**Immediate Supervisor:** Administrative Assistant to the Superintendent

**Assignment:** 8 hours per day as determined by the Superintendent

**Salary:** Confidential Salary Schedule: Range 301