

**JOB TITLE: DISTRICT RECEPTIONIST****DEFINITION:**

Under the direction of the Assistant Superintendent – Human Resources, perform receptionist duties at the District Office, directing callers and visitors to appropriate personnel and locations; operate a switchboard, and internal communications system; process district mail and assist other departments with clerical and record-keeping duties.

ESSENTIAL FUNCTIONS:

- Receive and greet visitors to the District Office and provide directions to appropriate personnel and locations.
- Receive and route incoming calls and faxes; take and relay messages; provide routine information to staff, parents and the general public.
- Communicate with District administrators and site personnel as needed.
- Receive, sort, and route mail: weigh, calculate costs and meter outgoing mail as assigned. Receive and distribute UPS and other shipments.
- Type a wide variety of materials including letters, memoranda, reports, bulletins and other documents.
- Operate a variety of office machines including switchboard, typewriter, computer, word processor, calculator, postage meter, and facsimile machine and copier.
- Collect newspaper clippings pertaining to the District and develop historical scrapbook.
- Assist Curriculum & Instruction, Business, and Human Resources Departments with a variety of clerical and record-keeping duties as assigned.
- Bi-annually email all teachers regarding tutor list.
- Bi-annual update tutor list.
- Assist with assembling Certificated and Classified Teacher Appreciation items (annually).
- Assist in distribution of quarterly newsletter.
- Assist with approval process for flyer distribution.
- Assist with employee TB renewals.
- Assist with annual Certificated Evaluation record keeping.
- Perform related duties as assigned.

Secondary Functions:

- All duties assigned are considered essential.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination equivalent to: graduation from high school and one year of clerical experience, including reception duties and the operation of a switchboard.

Licenses and other Requirements:

None are required for this classification.



Mental Demands

Language Skills:

Ability to: effectively respond to questions and provide information, directions and assistance in person and over the telephone; use correct English usage, grammar, punctuation, spelling and vocabulary; read and comprehend instructions, correspondence and memos; write correspondence and simple reports.

Mathematical Skills:

Ability to: add, subtract, multiply, and divide using whole numbers and fractions; perform these operations using units of American money and weight measurement.

Reasoning Ability:

Ability to: apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations; respond calmly to emergency situations and contact appropriate personnel; learn District locations, personnel and functions quickly.

Other Skills and Abilities:

Demonstrate knowledge of:

Receptionist techniques and telephone etiquette.

Switchboard techniques.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Learn District organization, operations, policies and objectives.

Demonstrated abilities to:

Greet and direct visitors to the District Office.

Answer telephone and take and transmit messages.

Interact with the public using tact, patience and courtesy.

Type accurately at an acceptable rate of speed.

Establish and maintain effective working relationships with others.

Operate a variety of office equipment including typewriter, switchboard, computer, word processor, postage meter, facsimile machine, calculator and copier.

Maintain records, files, logs and lists.

Maintain confidentiality of sensitive records and information.

PHYSICAL REQUIREMENTS:

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 individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit for long periods of time; use hands to finger, or feel objects, a keyboard or other office machines, tools or controls; reach with hands and arms, speak clearly and distinctly to provide information in person or on the telephone; and hear to understand voices over telephone and in person.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing to 25



pounds when sorting and distributing mail.

Vision Requirements:

Ability to: see clearly at 20 inches or less, and adjust the eye to bring an object into sharp focus.

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.

Position Environment:

District administration building lobby environment; subject to constant interruptions and extensive public contact. The work environment is moderately noisy.

Exposures, Risks and Hazards:

Potential verbal abuse from upset callers and visitors.

Board Approved: 01/22/13



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER