

SOUTHERN KERN UNIFIED SCHOOL DISTRICT

District Office Receptionist Job Description

SUMMARY

Under the direction of, Director of Personnel, serves as receptionist at an assigned office, greeting and assisting visitors to the office; receives, sorts, distributes, and processes incoming, outgoing and internal mail and correspondence; performs a variety of routine clerical support duties as assigned.

REPRESENTATIVE DUTIES

- Operate standard office equipment, ie: computers, fax, copiers, telephones, and have proficiency with related software (excel, word, powerpoint, publisher, etc.
- Operate phone system, directing calls to appropriate personnel using professional phone etiquette.
- Take and relay messages as appropriate; provide general information to callers as needed.
- Greet and assist visitors
- Screen and direct visitors to appropriate district offices, school sites, and personnel.
- Ensure that visitors sign in on appropriate registry sheet.
- Receive, sort, distribute, and process incoming, outgoing, and internal mail and correspondence.
- Perform a variety of routine clerical duties including making appointments, word processing, checking, proofreading, recording confidential information on records, filing, preparing, assembling and distributing materials.
- Ensure that the receptionist area and phones are covered during working hours.
- Maintain telephone personnel directory.
- Accurately document and/or update information in written or electronic form to maintain complete records.
- Post data in spreadsheets, update employee information, log calls or work performed.
- Type minimum of 35 wpm
- File/ Organize & maintain files
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Telephone techniques and etiquette.
- Modern office practices, procedures, and equipment.
- Simple record-keeping.
- Basic filing techniques.
- Operation of a variety of office equipment including a computer.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

All openings are listed on the District Website: www.skusd.k12.ca.us

Ability to

- Answer telephones and greet the public courteously.
- Perform general clerical duties including word processing, filing, and duplicating materials.
- Receive, sort, and distribute mail.
- Use basic math to maintain records.
- Maintain simple records.
- Perform simple and repetitive tasks.
- Send and receive emails and research information through the Internet.
- Operate a computer and use related software.
- Work effectively in a demanding environment.
- Understand and work within scope of authority.
- Respond to changing rules and regulations.
- Demonstrate time management.
- Use correct spelling, grammar and punctuation.
- Communicate effectively both orally and in writing.
- Communicate a positive public relations image for the office.
- Establish and maintain cooperative and effective working relationships with others.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, the public, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy
- Use Microsoft Office Suite proficiently.
- Master new computer based office software as required.

Competency

- **Reading Comprehension:** Understanding and using written information. Understands and interprets written material. When using written materials, readily locates relevant details, facts, and specifications needed on the job. Applies what is learned from written material to specific situations on the job.
- **Continuous Learning:** Being responsible for developing one's career and competencies. Develops knowledge, skills, and abilities that are presently needed in his/her job. Seeks and uses feedback on how to improve performance. Anticipates future needs of the organization and pursues related learning. Has a career plan and related developmental objectives.
- **ACCOUNTABILITY (DEPENDABILITY)** Independently completes routine tasks: Works independently with limited direction in carrying out routine assigned tasks and projects; presents frequent oral and written reports on project or task status, issues, and potential problems.

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EMPLOYMENT STANDARDS

Education

- High School Diploma or Equivalent

Experience

- 1-3 years of office experience in a busy office setting or any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed is required

WORKING CONDITIONS WHICH MAY OCCUR

- Work inside protected from weather (may have to walk in weather to report to different offices)

MENTAL ABILITIES

- Oral Comprehension
- Oral Expression
- Written Comprehension
- Written Expression