



JOB DESCRIPTION

Job Title	Central Services Receptionist
Department	Administration
Reports To	Safety & Security Manager
Classification	Hourly 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 District Office telephone system.
- Follows all safety and security protocol regarding visitor entry.
- Organizes, updates, and approves meetings taking place within the District Office.
- 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, creates, organizes, and audits files, reports, and documents.
- Monitors employment report for information necessary to complete a variety of tasks such as; updating the badge system and ordering supplies.
- Creates and distributes all employee, contractor, first responder, and vendor badges, maintains security protocol, badge databases and is responsible for maintaining appropriate badge access for all staff and vendors.
- Assists with tracking required data and follows up as necessary.
- Assists with departmental calendar management and appointment setting.
- Maintains department SharePoint sites as directed.
- Assists with preparation for committee meetings.

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.
- 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 multi-line telephone systems.
- 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.
- Ability to manage building secure entrance protocol.
- 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.