

JOB DESCRIPTION
Nogales Unified School District #1

RECEPTIONIST

Purpose Statement:

The job of RECEPTIONIST is done for the purpose/s of responding to inquiries at school site from staff, students, parents, the public, etc. to provide requested information and/or referral to other parties; and providing general clerical support as may be requested.

This job reports to PRINCIPAL

Essential Functions

- Answers multiline telecommunication system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Distributes mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.
- Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Greets public, parents, students, vendors, etc. for the purpose of responding to their inquiries and/or directing them to appropriate personnel.
- Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety issues.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs record keeping and a broad array of general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: interpersonal skills, operating standard office equipment quality customer service skills, verbal and written communication skills.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful, business telephone etiquette

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, working as part of a team, working with detailed information/data establishing effective relationships, working with flexible work sch-overtime may be required, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 100% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 3

Job description available upon request