



Office Asst 3 / Receptionist

Purpose Statement

The job of Office Asst 3 / Receptionist is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff and individuals visiting or calling the site; answering and redirecting phone calls; taking and delivering messages; providing requested information and/or referral to other parties; sorting mail; and, when time permits, providing general clerical support to site administrators.

This job reports to Principal

Essential Functions

- Acts as first point of contact (e.g. police, fire, bomb threats, etc.) for the purpose of disseminating information quickly and responsively to all appropriate personnel.
- Answers telephone calls for the purpose of responding to inquiries, transferring calls, and/or taking messages.
- Communicates with a variety of people (e.g. site and district administration, teachers, coaches school personnel, visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, obtaining information and/or directing individuals to the appropriate resource.
- Greets the public, students, and staff for the purpose of providing a welcoming and organized office atmosphere.
- Maintains reception area (e.g. stocking with necessary materials such as job applications, newsletters, event calendars, maintaining fish tank, etc.) for the purpose of providing resource information to visitors and ensuring the work area is neat and inviting.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, student locker assignments, etc.) for the purpose of providing reference information.
- Oversees the distribution of mail/packages to staff (e.g. daily UPS, DSL, USPS letters, etc.) for the purpose of ensuring delivery to appropriate personnel.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, maintaining postage meter, bulk mailings, calculating postage costs, shipping packages, taking pictures of new students, etc.) for the purpose of supporting office operations.
- Processes documents and materials (e.g. announcements, call slips, bus passes, facility use forms, daily bulletin, purchase orders, annual and monthly supply orders, student emergency information, Sports Eligibility rosters and schedules, etc.) for the purpose of disseminating information to appropriate parties.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administer first aid; customer service; effective listening; monitoring activities; office practices; ordering; bookkeeping; and recordkeeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: leadership and direction; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; mentoring students; confidentiality; dealing with frequent interruptions; multi-tasking; prioritization; reliability; and teamwork.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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 50% sitting, 30% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3