



## District Receptionist (Human Resources)

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**JOB TITLE:** District Receptionist (Human Resources)    **STATUS:** Non-exempt  
**REPORTS TO:** Executive Director of Human Resources    **TERMS:** 226 days  
**DEPARTMENT:** Human Resources    **PAY GRADE:** 3

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### PRIMARY PURPOSE:

Provide reception and clerical assistance for the efficient operation of the Human Resource Department. Direct visitors, parents, and school personnel via phone or in person to the correct office and provide accurate district information.

### QUALIFICATIONS:

**Education:**

High School Diploma or GED

**Special Knowledge/Skills:**

Computer: Word Processing and Database  
Excellent verbal communications  
Ability to work under stress in a crisis  
Knowledge of switchboard operations and procedures  
Bilingual preferred but not required  
Ability to keep confidential information

**Experience:**

Minimum of two years office experience  
Receptionist duties preferable

### JOB DUTIES/PERFORMANCE CRITERIA:

**Personal Effectiveness**

1. Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments.
2. Works cooperatively with others and maintains positive attitude in the work environment.
3. Demonstrates initiative and good judgment in problem-solving and decision-making.
4. Has good attendance and uses time productively on the job.
5. Follows district policies, rules, and regulations.
6. Accepts supervisory direction and strives to improve job skills.
7. Demonstrates tact, courtesy, and helpfulness in dealing with staff, students, parents, and visitors to the department and district.
8. Demonstrates professional standards in appearance and personal conduct.

**Performance Effectiveness**

9. Oversee answering telephone for the department and at times, the switchboard for central administration.
10. Greet/receive staff and direct them to appropriate office or meeting.
11. Take accurate messages.



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12. Refer inquiries or problems to appropriate office.
13. Remain current on hiring schedules and procedures.
14. File employee paperwork.
15. Assist employees and applicants with computer application.
16. Create badges for employees.
17. Assist in large projects for the district.
18. Perform other duties as may be assigned.

### **EQUIPMENT USED:**

Switchboard, computer, visitor identification system, and copier

### **WORKING**

#### **CONDITIONS:**

##### **Mental Demands:**

Reading; ability to communicate effectively (verbal); ability to attend to detail; maintain emotional control under stress; works with frequent interruptions

##### **Physical Demands/Environmental Factors:**

Steady phone interactions; bending and sitting. Able to lift up to 35 pounds.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Multi-line phone system; standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Updated 10/27/2015