

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** District Receptionist/Secretary

**Pay Table:** Support

**Pay Grade:** 5

**FLSA Status:** Non-Exempt

**Job Code:** 560

**Reports to:** TBD

### **JOB SUMMARY**

The District Receptionist/Secretary provides courteous, professional assistance and/or directions to patrons and district employees. Performs secretarial duties for supervisors and provides secretarial back-up support for the department.

### **ESSENTIAL JOB FUNCTIONS**

- Receives and provides patrons, district personnel and the general public with assistance and directions in a professional manner.
- Receives and directs telephone calls to appropriate person, area or department.
- Prepares, in draft and final form, all types of written correspondence and materials; reviews, refines, and corrects as necessary to ensure proper spelling, grammar, format, arrangement of material, and conformity with standard acceptable English (i.e., programs, game rosters, accreditation reports, congratulatory letters). Schedules appointments, meetings and events and maintains calendars.
- Handles regular mailings, bulk mailings, and E-mail for supervisors; receives and sends E-mail messages.
- Receives packages, certified mail from express delivery and mail services.
- Proof reads materials, makes appropriate corrections and reprints. Prepares materials for printing and binding.
- Copies, collates and distributes materials to schools.
- Orders and approves material purchases through the district's purchasing system.
- Provides back-up secretarial support for curriculum department secretaries.
- Collects data and other certification information for supervisors.
- May run errands.
- May count and balance money and make bank deposits.
- May take activity card pictures of new students; laminates student's activity cards.
- May be responsible for enforcing parking regulations, issuing citations, etc.

**MINIMUM REQUIREMENTS**

- High school graduation or equivalent education and/or experience.
- Experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of personal computers and software.
- Ability to communicate effectively.
- Knowledge of facilities and schools' locations within the district and the ability to communicate concise directions and/or travel instruction.
- Excellent public relation skills.
- Excellent telephone skills.
- Basic knowledge of accounting/bookkeeping.

**PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*