

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: Secretary/Receptionist

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 572

Reports to: TBD

JOB SUMMARY

The Secretary/Receptionist answers telephones and assists visitors in the main office; processes financial transactions; and provides general secretarial support for administrators and office staff.

ESSENTIAL JOB FUNCTIONS

- Greets, assists, and directs visitors.
- Answers and directs telephone calls and takes messages.
- Receives and receipts money from students, clubs, bookstore and teachers.
- Tracks and collects student fees and fines, entering the information onto the computer database, and processes refunds.
- Identifies parking violators and processes parking tickets.
- Prepares cash boxes.
- Balances cash to cash register and computer and prints out reports.
- Makes daily bank deposits.
- Provides general secretarial support for the administration, office staff, faculty, and students.
- Enters and processes data in computer.
- Maintains files for administrators.
- Prepares correspondence for administrators.
- Maintains calendars and scheduling of various tasks, appointments and meetings.
- Runs copies of materials
- Receives and distributes mail; meters outgoing mail.
- Trains and supervises student assistants and gives assignments.
- Distributes supplies to teachers.
- Assists with annual school registration, enrolling students, assigning lockers, printing schedules, issuing parking decals, and collecting fees.
- Registers students for summer school.
- Completes student accident reports.
- Distributes transcripts to current and former students.

- May telephone substitute teachers.
- Maintains office area.
- May assist with payroll, including review and submission.
- May update Department webpage(s).

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

- Ability to read, write and perform basic mathematical calculations.
- Computer skills, including proficiency in word processing.
- Good public relations skills, on the telephone and in person.
- 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.