

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: District Education Center Receptionist

DEPARTMENT: Superintendent's Office

POSITION SUMMARY: Under general supervision of the Superintendent's office and/or its designee, the District Education Center Receptionist responds to inquiries from staff, parents, and the general public by providing requested information and referral to other parties, administers assigned projects, and provides general clerical support as needed for the Superintendent's Office. This position has been designated as a "confidential employee" position per SB 160. This is a twelve month position.

ESSENTIAL FUNCTIONS:

1. Utilizes effective oral, written, and electronic communication.
2. Serves as a communications link between the school district, its staff, and the public through personal, telephone, written, and electronic communication.
3. Greets public, parents, students, vendors, etc., for the purpose of responding to their inquiries.
4. Screens inquiries from staff, parents, students, and the public for the purpose of taking appropriate action and/or directing to appropriate people for resolution.
5. Answers multi-line telecommunication system for the purpose of screening calls, transferring calls, responding to inquiries or taking messages.
6. Schedules use of District Education Center Board Room, General Conference Room, and District Service Center Conference room and equipment for the purpose of assisting in meeting staff and community needs and efficient utilization of personnel, equipment, and facilities.
7. Prioritizes and administers assigned projects for the purpose of ensuring the timely and accurate completion of tasks.
8. Performs a variety of clerical duties, including support for the Human Resources office as directed.
9. Distributes materials for the purpose of disseminating information to appropriate parties.
10. Maintains District Education Center reception desk and regularly updates all available information.
11. Schedules District Education Center displays of student art work and projects, including in the Board Room.
12. Performs all duties and responsibilities in a confidential manner.
13. Provides support for the Superintendent's Office for a variety of tasks as needed.
14. Operates a variety of office equipment and utilizes District software.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of increasingly responsible clerical and/or receptionist work is required, preferably in a school setting. Bilingual skills in Spanish preferred. Must pass District pre-employment exam.

SKILLS AND QUALIFICATIONS:

1. Ability to communicate effectively with all customers in person, on the telephone, and via electronic communication.
2. Ability to adapt to changing work priorities.
3. Ability to maintain confidentiality.
4. Ability to perform responsible clerical work with speed and accuracy, meeting deadlines and schedules without close supervision.
5. Ability to work as part of a team.
6. Ability to work effectively with interruptions while maintaining priorities.
7. Ability to operate standard office equipment.
8. Ability to type accurately at a speed of 50 words per minute from clear copy.
9. Ability to analyze situations and adopt effective courses of action.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal electronic devices and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff, students and the public.

SALARY: LMH Range 7

DAYS OF SERVICE: 230

BOARD APPROVED: TUSD: 5/22/01

REVISED: TUSD: 11/18/2014
TUSD: 2/23/2016