

Oak Grove School District

JOB TITLE: **DISTRICT OFFICE RECEPTIONIST**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To act as receptionist at the District Office; to operate a telephone switchboard system, and to provide clerical assistance and backup, as needed. Employees in this classification receive direct to general supervision from a supervisory level within a well-established framework of standard policies and procedures. This job class exercises responsibility for receiving and directing visitors to appropriate offices and/or staff and for the accurate transferal of phone communications to proper personnel. This job class also exercises responsibility for providing routine clerical support functions as necessary.

TYPICAL DUTIES

- Greets, ascertains needs, and directs visitors to various staff departments or meetings in the District Office
- Answer questions and provides information regarding District Office standards, policies, procedures, etc.
- Receives and transmits various reports, statements, and documents to proper personnel
- Operates a telephone switchboard system
- Answers and routes incoming calls to appropriate office or personnel
- Takes, and routes, and/or delivers telephone messages to appropriate staff
- Schedules and reserves usage of board rooms and other meeting rooms in the District Office
- Performs routine clerical duties such as typing, filing, proofreading, mail sorting, etc.
- Prepares routine reports and correspondence
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of the use and operation of a telephone switchboard system
- Knowledge of standard office procedures and practices
- Knowledge of English usage, spelling, and punctuation
- Skill to understand and follow both oral and written directions
- Skill to communicate effectively in both oral and written form
- Skill to operate standard office equipment
- Skill to efficiently operate a telephone switchboard system
- Skill to type accurately at a rate required for successful job performance
- Skill to type accurately at a rate required for successful job performance
- Skill to maintain routine records and files
- Skill to establish and maintain effective work relationships with those contacted in the performance of required job duties