

**JOB TITLE: RECEPTIONIST (District Office)/ACCOUNT CLERK I (Child Nutrition Services)**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

As the receptionist for the District Office; to operate telephone switchboard system and provide clerical assistance and backup, as needed. This position will also perform routine but responsible record keeping and clerical functions as it relates to the processing of standard forms, monies, and/or related accounting operations. 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 classification exercises responsibility for receiving and directing visitors to appropriate offices and/or staff, accurate transferal of phone communication to proper personnel, and accurate processing of assigned functions according to established operating procedures.

**TYPICAL DUTIES**

- Greets, ascertains needs, and directs visitors to various staff departments or meetings in the District Office
- Answers questions and provides information regarding District Office standards, policies, and 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
- Collects and verifies information, calculates extensions, and posts to departmental records, etc. all departmental personnel and payroll data (Child Nutrition Services)
- Serves as a backup to counting money (money room) received from schools and prepares for bank deposit, or may assist as needed
- Sorts, distributes, files and mails forms, documents, correspondence, and similar paperwork, following specific procedures
- Performs mathematical calculations
- Collects and compiles data from various sources, verifying accuracy, totaling, posting, and recording figures to appropriate documents, etc.
- Types forms, letters, and requests, performing various clerical functions as necessary
- Performs other related duties as assigned

## MINIMUM QUALIFICATIONS

- Knowledge of the use and operation of a telephone switchboard system
- Knowledge of standard office procedures and practices
- Knowledge of proper English usage, spelling, grammar and punctuation
- Skill to understand and follow both oral and written directions ● Skill to communicate effectively in both oral and written form
- Skill to read and write at a level sufficient for the successful performance of required duties
- Skill to operate standard office machines and equipment including computer, calculator, and copy machine
- Skill to perform mathematical calculations accurately and rapidly
- Skill to type accurately at a rate of 35 words per minute
- 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

## WORKING CONDITIONS

### ENVIRONMENT:

Office environment  
Constant interruptions

### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a telephone system  
Hearing and speaking to exchange information in person and on the telephone  
Bending at the waist, kneeling or crouching  
Sitting for extended periods of time  
Seeing to read  
Light lifting up to 14 lbs.

Ability to meet the physical requirements necessary to safely and effectively perform the required duties.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the list of duties performed for this position. Additional related duties are performed by the individual currently holding this position and additional duties may be assigned.

Modified February 3, 2017  
Board Approved May 25, 2017