

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Receptionist-/Receptionist Office Assistant	Reports to:	Program Administrator/Supervisor
Job Category:	Clerical	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	11
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, greet and assist people entering the District office, respond to inquiries by telephone and in person from staff, the public, parents, students, and others to provide requested information and/or referrals to other departments; distribute incoming mail; provide general clerical support as requested.

ESSENTIAL FUNCTIONS:

- Answer multiline telecommunication system for the purpose of screening calls, transferring calls, responding to inquiries, and taking messages.
- Distribute a variety of items within the District Office such as mail, supplies, and ensure materials are distributed to appropriate departments.
- Greet and assist public, parents, students, vendors, and other visitors; screen and direct visitors to appropriate department, offices, school sites, and personnel; respond to inquiries and provide information as appropriate.
- Assess situations (e.g. involving other staff, students, parents, the public.) and take appropriate action and/or direct to appropriate personnel for resolution.
- Prepare and maintain a variety of records related to assigned activities; ensure accuracy of files and compliance with applicable District, Federal, and State regulations.
- Prepare and submit District work orders as requested by various departments.
- Maintain inventory of supplies and materials for district office and ensure availability of items; prepare and submit orders for office supplies as needed; and request repairs for office equipment as needed.
- Prepare various written materials such as logs, reports, memos, notes, and mail; to document activities, provide reference, and convey information.
- Receive, process, update, and prepare student work permits as requested, which includes verification of student attendance and grades. When out of compliance contact the appropriate staff.
- Schedule and maintain assigned calendars, reserve conference rooms for meeting and appointments as requested by District staff and the public.
- Maintain and update a variety of personnel files related to employee records, address changes, TB clearance, and emergency employee information, maintain confidentiality with all information.
- Maintain and update Volunteer Clearances, interface with police department and inform site secretaries of volunteer clearance status.
- Maintain, track and update Authorization and Waiver to release information file.
- Provide clerical backup for other HR staff as requested.
- Assist and provide training to personnel on switchboard procedures as needed.

OTHER JOB-RELATED DUTIES:

Receptionist Office Assistant

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Operation of business telecommunications equipment.
- Business Telephone and email etiquette.
- Modern office practices, procedures and equipment.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Operate equipment used in telecommunications.
- Prepare and maintain accurate records.
- Convey organizational, procedures and policies.
- Provide information, directions and assistance.
- Perform general clerical support duties including typing, filing and duplicating.
- Operate a variety of job-related equipment including a copier, computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Complete work with many interruptions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Office environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and/or pulling as assigned by the position.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Hazards:

- N/A

OTHER:

Required Testing:

Receptionist Office Assistant

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.