

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Receptionist/Clerk/Courier

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Possess a valid state of Florida Driver's License and a safe driving record.
3. Be able to work independently.
4. Be able to understand and follows written and verbal directions.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to organize and prioritize. Ability to communicate effectively both orally and in writing. Ability to work independently and make competent decisions affecting areas of responsibility. Ability to assume assigned responsibilities and work harmoniously with others.

REPORTS TO: Coordinator of Transportation/District Administration

JOB GOAL

To provide support in the smooth, orderly, safe and efficient operation of the workplace by performing receptionist, clerical, and courier duties as assigned.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Organize and prepare mail for delivery.
2. Pick up mail from post office and delivery to the District office.
3. Separate, sort and distribute mail by center and/or site.
4. Deliver mail to school centers in a timely manner.
5. Pick up, load and unload large boxes or packages for delivery from center to center.
6. Make unscheduled, non-routine deliveries to school sites as needed.
7. Transport staff and/or students within the District as needed.
8. Assist public by answering routine questions, scheduling appointments, and completing forms.
9. Answer the telephone in a courteous and professional manner.
10. Answer inquires about the school district, forwarding to the appropriate personnel when necessary.
11. Assist with filing and maintenance of records.

Inter / Intra-agency Communication and Delivery

12. Communicate effectively with students, parents and staff.
13. Keep supervisor informed of potential problems or unusual events.

14. Respond to inquiries or concerns in a timely manner.

Employee Qualities / Responsibilities

15. Demonstrate initiative in the performance of assigned responsibilities.
16. Provide for a safe and secure workplace.
17. Model and maintain high ethical standards.
18. Follow attendance, punctuality and proper dress rules.
19. Maintain confidentiality regarding school matters.
20. Maintain positive relationships with staff.
21. Participate in workshops and training sessions as required.

System Support

22. Prepare all required reports and maintain all appropriate records.
23. Follow all School Board policies and school policies and procedures.
24. Exhibit interpersonal skills to work as an effective team member.
25. Demonstrate support for the School District and its goals and priorities
26. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 29