

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: RECEPTIONIST/CBO SECRETARY

SALARY LEVEL:	Confidential Unit Range/Factor .688	DIVISION:	Confidential
DEPARTMENT:	Business Services	LOCATION:	District Office
REPORTS TO	Assistant Superintendent (CBO)		
APPROVED BY:	Board of Trustees	DATE:	2/5/14

BASIC FUNCTIONS: Under the direction of the Assistant Superintendent (CBO), organizes and secures substitute employees; performs reception duties for District Office, including answering the telephone and greeting the public; types and prepares correspondence which relates to general operations of the district, financial, negotiations/labor relations, routine correspondence, reports, documents; maintains the district fixed asset inventory program; processes transportation fee applications; inputs work orders into database programs.

REPRESENTATIVE DUTIES:

- Organize and obtain substitute employees due to absences or school business requiring individuals not to be on campus.
 - Maintain daily communication with school site secretaries regarding substitutes.
 - Email a daily substitute list to each school site detailing who is absent, who the substitute is, and the reason or funding source for the absent employee.
 - Maintain the district's confirmation notice website.
 - Maintain the district's list of current substitute employees.
 - Submit monthly substitute log to the Payroll Technician and Senior Budget and Accounting Technician.
 - Verify absences called in against employee attendance records on a quarterly basis.
- Perform as primary receptionist for District Office.
- Answer phones, give information to callers, route callers to appropriate person; greet and provide information and assistance to public.
- Sort and distribute District Office and inter-district mail.
- Assist Assistant Superintendent (CBO) by typing and preparing correspondence that relates to general operations of the district, financial, negotiations/labor relations, routine correspondence, reports, and documents.
- Maintain related files and records.
- Maintain the fixed asset inventory system. Enter all information as it relates to inventory additions and deletions to the database. Reconcile current year fixed asset activity with the General Ledger.
- Process transportation fee applications and collect fees from parents.
- Coordinate the collection of transportation applications during registration with schools.

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- Participate in registration at the school sites to process transportation applications.
- Input all work orders into database programs.
- Process developer fee payments.
- Maintain Student Accident/Incident reporting forms and forward to current insurance administrator.
- Collect student scholarship information.
- Assist Assistant Superintendent (CBO) in monitoring the District Office's compliance with the Illness Injury and Prevention Plan.
- Assemble and analyze basic financial information.
- Assist with District mailings as needed.
- Operate a variety of office equipment including a calculator, computer terminal, typewriter, fax machine, copier, telephone, and printer.
- Prepare documents for computer input; operate a computer terminal to input and receive information as assigned.
- Work directly with Superintendent, Assistant Superintendent (CBO), and Board of Trustees on confidential personnel, payroll, evaluations, negotiations, and employee contract matters.
- Deliver out-going mail to the U.S. Post Office.
- Perform general clerical functions as assigned.
- Perform related work as required.

ASSIST SENIOR PERSONNEL/PAYROLL TECHNICIAN WITH:

- New hire clearances for all employees.
- Track and monitor required coaching certifications and clearances.
- Track substitute TB and credential expirations.
- Collect annual seniority verification notices and contracts.
- Daily attendance reporting and tracking.
- Track medical notes as required by district policy.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal
- Typing, filing, and record keeping.

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Ability to:

- Work at a fast pace with constant interruptions.
- Take accurate and complete messages.
- Communicate effectively both orally and in writing, in an open, friendly, business-like manner, with general public and District personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Write routine correspondence.
- Proofread documents and correct any misuse of grammar, spelling, punctuation, etc.
- Work on variety of tasks simultaneously with frequent interruption.
- Maintain highest degree of confidentiality regarding sensitive information.
- Utilize computer for a wide variety of applications.
- Perform all tasks without close supervision.
- Maintain accurate and complete records and reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer, typewriter, fax machine, calculator, ten-key adding machine, and copier.

EDUCATION AND EXPERIENCE: High school diploma and two (2) years related experience. Experience in an administrative office or school setting is highly desirable.

LICENSES:

- Valid California driver's license.
- Typing certificate: 45 WPM net.
- Computer skills in Word and Excel.

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle or feel objects, tools, or controls; hearing and speaking to exchange information in person or on the telephone; seeing to assure accuracy of letters/documents/data. The employee is frequently required to walk, and reach with hands and arms to retrieve and store files. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

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WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.