TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: District Office Receptionist **CLASSIFICATION: Classified**
DEPARTMENT: Superintendent's Office

DESCRIPTION OF POSITION

Under the direct supervision of the Superintendent or designee, operates the central telephone system, greets and directs visitors to appropriate locations, directs telephone calls, responds to general requests for information from the public, provides routine clerical support for the Superintendent and Human Resources office.

REPRESENTATIVE DUTIES

- Operates a multi-position telephone system.
- Routes calls to proper personnel and/or department.
- Greets visitors, determines their needs and directs them to the appropriate location.
- Responds to telephone, fax, e-mail or walk-in inquiries about the district.
- Processes both incoming and outgoing mail.
- Assists other District Office Departments with clerical support.
- Processes volunteer applications, including requesting and receiving Megan's Law clearances.
- Processes military base pass requests.
- Elementary student registration for on base schools.
- Provides Live Scan information and paperwork to applicants and volunteers.
- Carries out other related duties as assigned.

E = Essential duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

Minimum Qualifications:

- A minimum of three years of increasingly responsible experience in a clerical support role.
- Typing Certificate - 45 wpm
- Clerical Test – passing score

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Proper use and operation of a multi-positioned telephone system.
- Current office procedures and methods including proper telephone techniques and etiquette; proper English usage and grammar, punctuation and spelling.
- Standard office personal computer software.

Personal Qualities:

- Operate a multi-positioned telephone system;
- Read and write at a level sufficient for the performance of assigned duties;
- Understand and carry out both oral and written directions;
- Work independently with a minimum of supervision;
- Project a friendly and positive image;
- Prepare and compile accurate records;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	2
Kneel	2		Lift/carry 41-100 lbs	1
Climb	2		Stand	2
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	2
Use Left Hand	2		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

For the District: _____ Date: _____

For the Association: _____ Date: _____

Revised: November 9, 2007

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