

# LYON COUNTY SCHOOL DISTRICT

## Receptionist & Administrative Secretary to Curriculum

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**Job Group:** Clerical

**Classification:** Classified

**Terms of Employment:** Pay Grade 25 on the Classified Salary Structure (12 month)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** Under the supervision and direction from the elementary & secondary directors of CIA, performs a variety of professional activities associated with front office receptionist duties and curriculum duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Greets guests, provides information and directs individuals to the correct destination.
2. Answers telephone, provides information, directs calls, relays messages & monitors visitor access.
3. Receives, sorts, and delivers mail and other deliveries.
4. Ensures the common areas are organized and stocked with necessary supplies.
5. Manage and maintain student databases for assessment, English Learner and Gifted and Talented students, department records, and purchase orders.
6. Prepares reports, correspondence, and a variety of written materials.
7. Order and keep inventory of textbooks for all sites.
8. In-service and Professional Development Training Liaison and records keeper.
9. Maintain stock and organize Professional Development Center & LynC A & B.
10. Attends curriculum related meetings, provides agendas and records and transcribes the minutes of these meetings.
11. Provides general clerical and administrative support to the curriculum department.
12. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
13. Regular and consistent punctuality and attendance are essential functions of the job.
14. Perform all other related duties as assigned by the Elementary Director-of CIA, or their designee.

**ACCOUNTABILITIES:** Works under the direct supervision and is evaluated by the Elementary Director of Curriculum.

### **POSITION EXPECTATIONS:**

1. Demonstrate effective oral and written communication skills.
2. Demonstrate professional appearance.
3. Demonstrate highly effective customer service orientation.
4. High degree of discretion dealing with confidential information.
5. Ability to effectively manage time and responsibilities by organizing priorities
6. Ability to work flexible hours or shifts and travel as needed.
7. Strength in dealing with multiple tasks simultaneously, and prioritizing when necessary.
8. Ability to perform highly detailed and complex clerical work.
9. Be familiar with computer programs such as Google and Microsoft Office Suite, as well as other desktop publishing and word processing software.
10. Knowledge of office procedures, and functions of office equipment such as copier, fax machine, and multi-line phone system.
11. Familiar with the Lyon County School District policies and procedures.
12. Ability to work independently without direct supervision, and on a team completing complex tasks.

**POSITION REQUIREMENTS:** Education and Training:

1. Must possess high school diploma or equivalent.
2. Must be able to type at least 50 WPM, as well as have proficiency with 10-key data entry.
3. Clerical experience in data entry and record-keeping required for this position.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying				

objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping Handling		X		
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_